



D&W WEEKENDER

(Dog and Whistle Weekender)

4 Acre Field, Waterbridge, Frogmore Hill
Watton At Stone, Hertford, Hertfordshire, SG14 3RR

Event Safety Management Plan

Friday 2nd - Sunday 4th July

UPDATE LOG

Date	Version	By	Details
26/03	1.1	BM	Submitted to SAG
31/03 & 01/04	1.2	BM	<ul style="list-style-type: none"> Added Appendix B.ii to doc p24 and added to folder SAG folder Amended site map p54 Added CCTV footage retention info p28 + locations Appendix T p55 Car park usage p 7 Emergency exit map Appendix G.i. and added to folder to SAG folder
02/04	1.3	BM	<ul style="list-style-type: none"> Updated Structures section p8 Updated Appendix G.iii capacities and escape rates Added v1 risk assessment to Risk Assessment folder Crime scene management/preservation added to Appendix D Event Management command structure amended: Incident Management Basic scale map v1 added to folder
08/04	1.4	BM	<ul style="list-style-type: none"> Traffic Management appendix B updated - pedestrian egress
18/04	1.5	BM	<ul style="list-style-type: none"> Safeguarding and welfare updated appendix N Camping section p10 Site maps appendix S Medical provisions p23 and appendix L Contractor information p22
28/04	1.6	BM	<ul style="list-style-type: none"> Traffic Management appendix B updated
15/05	1.7	BM	<ul style="list-style-type: none"> Updated H&S policy Updated site maps appendix S Updated wording throughout document as per review with BC Updated TM plans Updated occupancy calcs appendix G.iii Updated Risk Assessment appendix U Added appendix V - SOTO Added appendix W - artist/performer lineup

Supporting documents for this event can be found here:

[D&W Weekender - July 2021 - Event Documents](#)

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Introduction

The purpose of this Event Management Plan is to outline the plans, procedures and agreements put in place for D&W Weekender based on the event risk assessment shown at appendix U.

The intention is to draw together all matters of safety and logistics, plans, information for and from partners and the information that is given to the public. The document and its appendices include many operational plans and risk assessments which, together, provide a Method Statement for the events.

Mellyvents, working with landowner Tom Wilkes and _____, has been appointed to provide event management plans and services for the event project known as D&W Weekender 2021 to be undertaken at Waterbridge, Frogmore Hill, SG14 3RR in the summer 2021 period. This event space is now also referred to as Frogmore Fields.

This Event Safety Management Plan includes policies and control measures that have been created to provide the necessary safety and environmental precautions associated with the event. The CV19 pandemic is an ongoing situation, and the event and its risk assessment will continue to be a dynamic document and is subject to development through the planning processes. We have separated out all CV19 mitigations into Appendix A (currently under review); as COVID is such a fluid and changing situation this is necessary to allow other planning to progress. This Appendix will be our strategy document for CV19 and will contain actions and mitigations that we may or may not require depending on the outcome of the government's Step changes and the results of pilot events happening in May 2021. For the avoidance of doubt we are planning all events to be within the Government's Step Four range on the Road Map released for Spring 2021.

Each event on the site will follow the same format, much like - for example - any permanent venue would. Parking, arrival and ingress, and crowd management will all follow similar, if not the same, protocols as below.

This document has been created based on the government roadmap for re-opening of the country, and is correct for the events date as of the update log table on page 2.

This document has been created based on extensive knowledge of the event site, events industry and experience of the implementation of statutory regulation and guidance including the Purple Guide, government and local authority advice on the ongoing CV19 pandemic, other relevant documentation and guidance. A practical, pragmatic and realistic approach has been taken to the planning process based on this experience and knowledge.

Event Overview

The site is licensed for a variety of licensable activities under the Premises License up to 4950 capacity. A copy of this is available upon request.

This version of our plan is for a series of events, taking place on the Frogmore Fields event site on Friday 2nd, Saturday 3rd and Sunday 4th July 2021. Each event will feature a line-up of DJs from the commercial dance music genre.

This event will take place on the Waterbridge - Frogmore Fields - site, within the tried and tested event spaces. The event comprises: one main stage; bars; food and beverage concessions; a VIP area; up to 4 stretch tent covered stages; one small outdoor stage; up to three car park areas; temporary toilet facilities; medical / welfare facilities; security office and a FOH site/event control office. Any of the other spaces on site that are usually used as additional stages will not be used for public access, but may be used for staff, welfare or back of house areas. There is a possibility there will be fairground attractions at these events, subject to supplier site visits. This will be covered in this document based on the assumption they will take place, however is omitted from some site plans. An additional plan has been added to the [event folder to show this space](#).

Doors will open at 16:00 on Friday and midday on Saturday and Sunday, and the event will finish at 23:00, with the site cleared within one hour after [subject to guidelines at the time of the event].

	Doors	Last entry	Showdown	Curfew
Friday	16:00	20:00	23:00	00:00
Saturday	12:00	16:00	23:00	00:00
Sunday	12:00	16:00	23:00	00:00

The event site will be managed by an experienced management team with a proven track record of safe and enjoyable events, on this site, and others.

This document will be shared with the relevant responsible authorities and their feedback will be incorporated into dynamic updates of the overall final event safety management plan as appropriate. Any subsequent changes will be recorded in the event log and communicated to relevant stakeholders where required. The event log will be available for inspection during the event and will form part of our post-event report as necessary.

The majority of tickets, up to our licensed capacity, will be sold in advance via online ticketing platforms. The customer must provide adequate information such as name, address, mobile and

email address upon purchase. This enables the event management team to contact all ticket holders should any issues affecting the event occur.

A small proportion of tickets may be sold 'on the door' if any allocation remains available.

Access to the event site is limited by the capacity determined in the Premises Licence and restricted to legitimate ticket holders purchasing in advance of the event via the online portal or to those who purchase a ticket on the gate. This event plan is based on an expected attendance of 3000. If we approach 3000 ticket sales we will review all site infrastructure and costs to decide if we can increase the capacity towards the licensed amount – for example, more toilets, more security, etc. This event plan will be updated to reflect any changes in expected attendance.

Admission will be subject to ROAR for all ticket holders. Every person entering the site will be clicked-in using hand tally counters. There will be no admission after the times outlined above, and re-admission will be assessed on a case-by-case basis upon exit.

Audience Profile

The target market:

- Over 18s
- Are predominantly aged 18 - 40
- Will live within a 20 mile radius of Stevenage/Hertford
- Are likely to know of events on the site, and attend the D&W pub and/or its events, as promotion will be via social media and mail-outs to same markets
- Are likely to purchase in advance online, as a high percentage of marketing takes place online
- The gender split is likely to be 50:50 split male and female
- The majority of new customers tend to hear about the event via word of mouth or announcements by the artiste, so choose to come through recommendations rather than advertising
- Are interested in live, nostalgic music from the commercial dance genre
- Our analysis of ticket sales which includes postcodes of purchasers and other details reinforces the above

The Site

The site is located in the Hertfordshire countryside just outside of Stevenage / Hertford.

The space is grassed and has excellent drainage. The site is relatively flat, with one shallow hillside leading to some wooded areas. The licensed area is greater than the area that will be used by the event, so temporary fencing will create a perimeter with several good-sized entrances / exits created, plus queuing systems.

For previous events, we have comfortably parked 350 cars on site in Car Park A. Utilising the purple guide guidance below, we have calculated Car Park A is able to park 320-440 per hectare:

Average car occupancy	Car parking (per hectare) (greenfield)	Typical rate of entrance or exit (per minute)
2.2-3.5	320-440	12-20

For these events, we envisage a large number will arrive via taxi and utilise a PUDO (pick up, drop off) area. We will sell parking and shuttle bus tickets in advance and assess the area required for parking closer to the event date. Available areas for parking and PUDO can be seen in [appendix O](#).

Public car parking will be in Car Park A, opening up Car Park B if tickets are sold to indicate the requirement for additional space. Car Park C will be for staff and artists only, who will access the site via the back field entrance (opposite the car park) rather than the public entrance.

Detailed site plan

*see [appendix S](#) for site maps

Event Space(s)

- One main stage, up to four covered stages, one VIP area and one uncovered stage
- Five bars
- Area for food
- Area for toilets
- Base for security and medical services
- Event control / FOH office
- Potable water points

Structures

Structure	Type	Map Reference (Appendix S)
Main stage	TDS: covered stage spec tbc	1
VIP	Marquees/stretch tents tbc	2
Stages	Semi-permanent, purpose-built straw-bale structures covered with stretch tents	3, 4, 5, 6
Bars	Permanent, purpose-built wooden structures	A, B, C
Bars	Temporary bars with gazebo coverings	D, E
Catering units	Trailers / vans / gazebos tbc	CATERING

Please refer to the maps in Appendix S for locations of these structures.

Build & Break

It is planned for larger structures to be erected and dismantled only once across the event weekend, as it will stay in place for all three days (i.e. stage, VIP / bar tents). For more please refer to [Build and Breakdown](#) in the Event Schedule section ***build and break schedule currently under production.**

Site Fencing

Three types of barrier systems will be in use on the event site; the lightweight barrier – or pedestrian barrier; the larger panel heras event site line fencing; and the Mojo type barrier necessary to provide an adequate safe environment at the front of any stages where pressure from the audience may be applied. The latter is also known as the Front of Stage Barriers System (FoSBS), or pit barrier.

All barriers and fences on or at the perimeter of the site will be appropriately constructed using a variety of uncovered/covered and braced heras fencing. It will be doubled up in areas of weakness to reduce the likelihood of trespassers.

Fencing will be erected around any generators, and either heras or pedestrian barriers around tower lights to avoid tampering in areas accessible by the public. Pedestrian barriers will be used to create queue-lines for car park, and entry/exit as necessary.

Sanitation

Toilets

An adequate number of temporary toilets will be provided, with additional facilities in order to serve the back of house and artist areas. The requirement will be for up to 3000 attendees present at any one time: the gender mix at 50:50 male to female split; and on the basis that there are likely to be reasonably high levels of food and drink consumption.

Purple Guide:

	Female Toilets	Male Toilets
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100

Using The Purple Guide, we calculate that the **minimum** temporary provision of 20 female toilets and 4 male toilets (or 24 unisex toilets), plus an additional 15 male urinals would be sufficient. 59 toilets have been booked in total, for public and artist/back of house use.

Sanitation will be checked on a constant rotation throughout the event by a dedicated cleaner supplied by a cleaning contractor, who is experienced in the cleaning necessary. Toilets will also be cleaned and waste removed by the contractor each morning prior to the next show-day.

Specific disabled toilet provision will be made available at the site entrance.

Showers

Are not required for this event.

Camping

Will not be available for this event.

Signage

Signage will be deployed as necessary to direct the public to key elements of the site i.e entrance/exit, toilets, first aid, pick-up/drop-off (PUDO), toilets etc. Road signage will be placed locally as per the [Traffic Management Plan](#).

Illuminated fire exit signs are installed in the covered stages.

Vehicle Movement

There will be no vehicle access to the event site during the times that the public are present on the premises, with the exception of security / emergency services vehicles. The vehicle access route to the stage and catering areas will not be accessible by event-goers, however in the unlikely occasion they must be used in public areas they will obey a 5mph speed limit, use the HazOff policy and be escorted by/use a banksman. A dynamic risk assessment will be carried out and noted in the event log before any vehicle moves in the public areas.

Vehicles will not be permitted to move past the event entrance during showtimes, with the exception of emergency vehicles and shuttle buses. There will be no stopping at any time on these roads except for loading / unloading.

Water

A free drinking water supply will be provided. Unfortunately reusable water bottles will not be permitted for use at bars, to reduce the number of touch points between customer and staff, however can they be used at taps on site.

Waterbridge Site Health & Safety Policy

The Waterbridge event site team will:

- Provide adequate control of the health and safety risks from all work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and work equipment
- Ensure safe handling and use of substances
- Provide suitable information, instruction, training & supervision for staff and volunteers
- Provide suitable induction information for contractors undertaking works on site
- Ensure that employees are competent to do their work
- Ensure contractors are competent, hold relevant certification and are insured for their works
- Prevent accidents and work related ill health
- Maintain safe and healthy working conditions
- Review and update this policy as necessary at regular intervals, at least annually
- Treat health and safety with equal importance to financial management
- Make available sufficient financial resources to implement the policy

We will ensure the health, safety and welfare of employees and volunteers, so far as is reasonably practicable, is in compliance with the Health and Safety at Work Act 1974 and all other legislation made under the Act. We will follow the UK Approved Code of Practice. We will maintain high standards for health, safety, fire, security and the environment. We will identify risks and put systems in place to eliminate, reduce and control those risks.

Management will actively lead health and safety by;

- Planning the direction for health and safety, ensuring that we 'own' and understand the key safety issues and deciding how best to communicate and champion health and safety
- Delivering health and safety through the provision of adequate resources, competent advice, risk assessment and employee involvement
- Monitoring health and safety by considering pro-active information as well as reactive accident statistics, from the results of audits, ensuring that the impact of any change is reported to the Governing Body and ensuring a procedure is in place to consider new laws and external developments
- Reviewing health and safety by ensuring our policy reflects the organisation's current objectives, overseeing the effectiveness of reporting of risk management systems, by examining health and safety failings, deciding actions required to address any weaknesses and considering immediate reviews in the light of major shortcomings

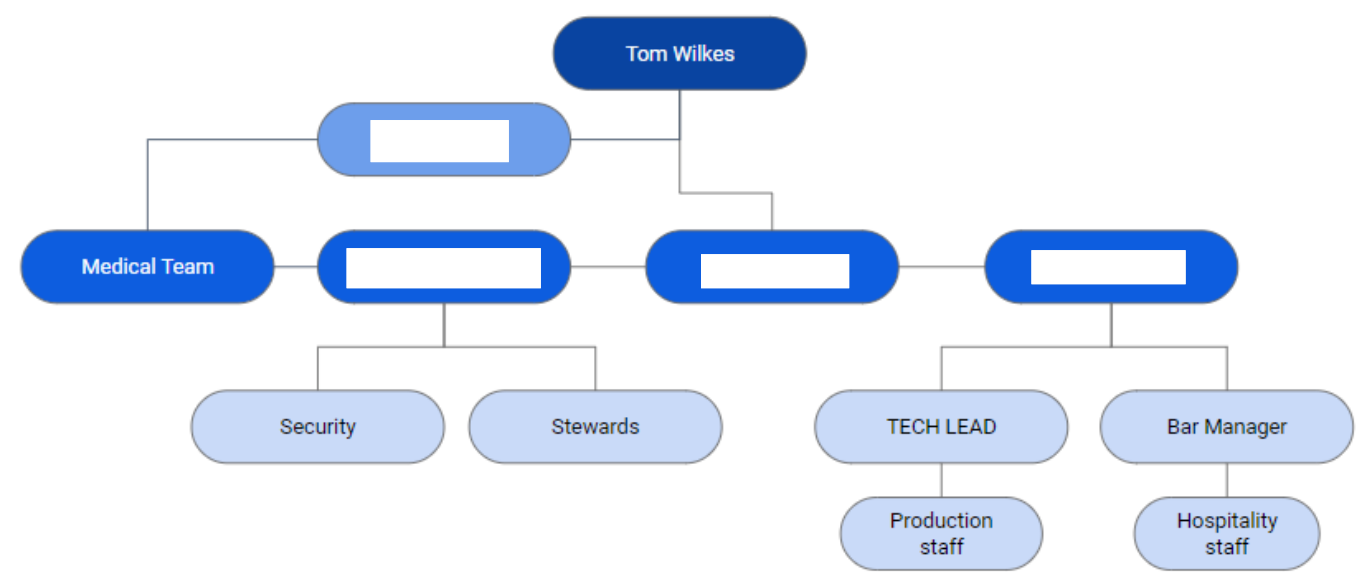
Insurance details

The event will hold adequate levels of insurance for an event of this size and nature. The event organiser is aware of the Premises Licence condition requiring evidence to be provided, and it is viewable upon request.

Management structure

Key Personnel

Contact Name	Role	Contact Number	Contact Email
Tom Wilkes	Site Manager and Premises License holder		
	Event Manager		
	Event Safety officer		
	License DPS Event promoter		
	Security Manager		
	Technical & Stage Manager		
	Noise monitoring and management		



Roles & Responsibilities

Tom Wilkes

Overall accountability for the event, site management, upholding license and H&S

- Responsible for overall management and operation of the event site, including ongoing and dynamic assessments
- Management of the event including planning, operating and implementing the event
- Work with the EMT to ensure a safe environment
- To liaise with East Herts Council, Emergency Services, ELT and Security Manager
- To ensure that the objectives of the Premises Licence are upheld and adhered to
- Ensure noise compliance with Premises Licence with the Noise Management contractor
- To ensure all mandatory noise warning signage and hearing protection are displayed and available in high noise areas, and ensure compliance with Noise at Work Regulations 2005
- Oversee routine noise level checks at designated point in accordance with the Premises Licence and the Noise Management Plan
- Uphold License objectives relating to Noise and Nuisance
- To present a professional image at all times
- Be an active part of the ELT

Dog & Whistle pub

Management of the production, performers and hospitality

- Responsible for overall management and operation of the event production, performers and hospitality provision
- Become the DPS for the event premises license
- To liaise with East Herts Council, Emergency Services, ELT and Security Manager
- Ensure all employees and contractors to carry out their responsibilities in a way that will comply with all requests relevant authorities
- Ensure sufficient resources are available for the safe presentation of the event
- Oversee all matters relating to the supply of alcohol
- To ensure that the objectives of the Premises Licence are upheld and adhered to
- To ensure all mandatory noise warning signage and hearing protection are displayed and available in high noise areas, and ensure compliance with Noise at Work Regulations 2005
- Work with Site and Technical Manager to ensure noise compliance within Premises Licence
- Uphold licensing objectives
- Ensuring all staff are briefed regarding their role
- To present a professional image at all times
- Be an active part of the ELT

Mellyvents

Event management, event operations, accreditation management

- Contracted for overall management and operation of the event site, including ongoing and dynamic risk assessments
- Ensure briefing of staff regarding the event procedures and protocols
- Coordinate management team and event staff including litter teams, bars, volunteers, caterers, vendors and production
- Ensure site operates safely before, during and after event; is regularly monitored for breaches; H&S issues are resolved in a timely manner and recorded in the event log / dynamic RA
- Ensuring any incident is followed through in the appropriate manner

- Liaise with emergency services, and contractors to enable a clear line of communication between all parties
- Ensure smooth operations of the event, including car parking, ticketing and accreditation gates
- Work closely with the Security Manager and Event Safety Manager to ensure crowd and event safety
- Be an active part of the ELT

Nightlight Events

Event, contractor and crowd health and safety

- To sign off the event once safe for public access
- Ensure briefing of staff regarding the event procedures and protocols
- Work with promoter to ensure safe presentation of the event
- To carry out regular checks of stages and facilities to ensure any hazards are addressed
- To ensure indoor stages have regular temperature checks as required
- Carry out continuous, dynamic risk assessments and work with the Site Manager to preempt and prevent potential issues
- To make the Site Manager and other teams aware of any issues that will affect the safety of any individuals
- Ensuring any incident is followed through in the appropriate manner
- To help ensure that the objectives of the Premises Licence are upheld and adhered to
- Be an active part of the ELT

SRM Security

Site security management and crowd safety

- Identification of all key staff locations etc and a staff positioning plan that will indicate the numbers of security and staff, including where they will be, and when they will be there (deployment and rotas)
- To assist in the enactment of emergency procedures
- Ensure the provision - and signing in - of competent and qualified SIA security and stewarding personnel to carry out their duties (providing badge numbers where applicable)
- To provide the appropriate number of fully trained and accredited staff
- Ensure any incident is followed through in the appropriate manner
- To help ensure that the objectives of the Premises Licence, are upheld and adhered to
- To present a professional image at all times
- Feedback all observations made by staff that may help discourage an unsafe environment and any anti-social behaviour
- To be in full knowledge of the Emergency Plan, and have an active part in the ELT
- To assist and support the Site Manager, Event Manager and Emergency Services
- To make the Site Manager and other teams aware of any issues that will affect the safety of any individuals

Security Personnel

SRM Security

- Reporting to Security Manager
- To ensure public safety at all times
- To protect guests, staff and contractors present at the event

- To protect all property, equipment, and vehicles on site
- To uphold the conditions of entrance
- To assist with the prevention of crime and disorder
- To assist with the prevention of public nuisance
- To assist with the protection of children, and vulnerable adults, from harm
- To make the Security and Stewards Manager aware of any issues that will affect the safety of any individuals
- To carry out searches of guests and property when deemed necessary
- Observe any guests on site not wearing the correct wristband, and carry out appropriate action
- Be familiar with the location of their nearest exits, show stop procedure (Appendix P), muster points and procedures to follow in the event of an evacuation of their area or the whole event site
- To protect the surrounding area from any anti-social or illegal activity connected to the occurrence of the event
- Be readily identifiable in the event of an incident
- To wear hi-vis when on duty, unless in a covert capacity
- Assist with gathering information / statements in the event of an accident or incident
- To present a professional image at all times
- Feedback all observations made by themselves or staff that may help discourage an unsafe environment and any anti-social behaviour
- To be in full knowledge of the Emergency Plans and Procedures
- To assist and support the Site Manager, Event Manager, Event Safety Manager, Security Manager and Emergency Services as required

[tbc]

UK Events Group

Site and stage sound, lighting and video provision, power management and production staffing

- Liaising with Site Manager regarding noise levels at the perimeter and reducing where necessary
- Senior responsible officer on site for the technical production and power distribution of the event
- Responsible for the safe operation of the AV and power provision
- Ensure technical staff adhere to safe systems of work and wear any necessary PPE at all times
- Liaison with the Event Manager, Event Safety Officer and Site Manager to advise on the safe and effective operation of the stages, report any hazards or issues, including prior to the show opening and after closing down each night
- Responsible for ensuring monitoring and maintenance of the AV/power infrastructure and rectifying issues

Event Control

The event has a specific event control space which is to be located in the back of house areas. The Event Managers will be based here, and all volunteer/staff sign-in and accreditation, site inductions, and any other frontline duties as required will take place here.

The Emergency Liaison Team (ELT) are: Site Manager, Event Manager, Safety Manager and Security Manager. Where applicable the Medical Lead and / or Technical Manager may also be consulted, and any relevant authorities. Dynamic ongoing risk assessment will be utilised to determine if contingency planning needs to be applied or whether adequate plans are in place to resolve problems.

Communication

The event uses many different strategies for communicating with staff, contractors, suppliers and members of the public, be they attending the event as customers or living in the local area. Mediums include social media, email, phone, face-to-face meetings, websites and text/WhatsApp groups.

It is the strategy of the event to be as open and transparent as possible, engaging all through the various media to engage, debate, learn and be informed.

The event does not support any use of media by anyone connected to the event for the purposes of promoting any form of illegal act, and will delete any content deemed to be offensive, be it by gender, race, religion, colour or creed.

The event management team, together with the security, bar, production and medical team, use a hand held radio communication network, with mobile telephones used as a backup system to this process. A number of channels will be used on the radios to ensure communication pathways are clear and relevant to the channel users.

E.g.

Channel 1 - Event Management

Channel 2 - Security and Medical

Channel 3 - Bars

Incident Management Approach

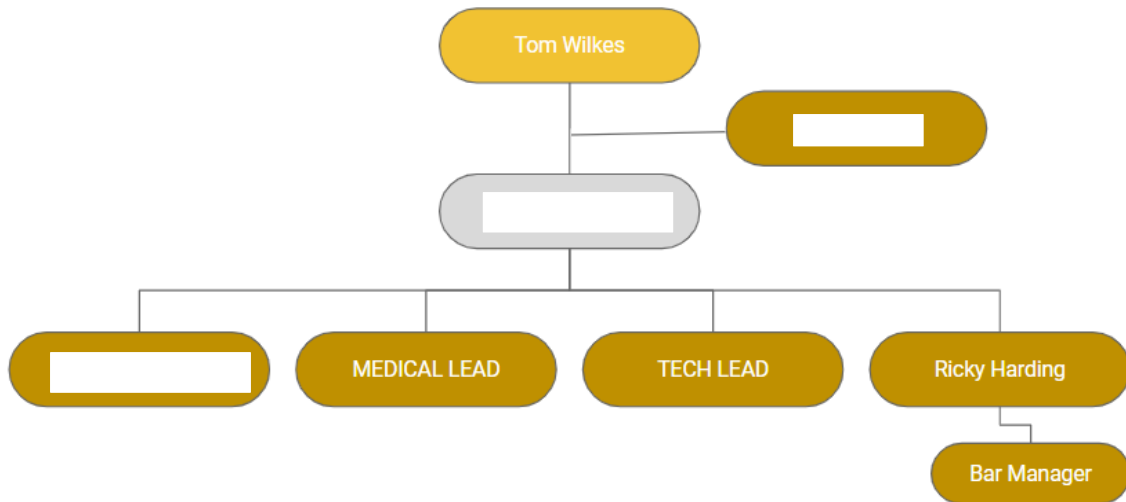
The event will be managed by a team of event professionals each responsible for their own area of management.

Utilising the approach to incident management as proposed within the Civil Contingencies Act (2004), there will be a tiered command structure utilising a Gold, Silver & Bronze structure:

GOLD - overall control and has set the strategic direction for how the event will be delivered

SILVER - strategic lead on-the-ground and acts as the principal liaison between the JCR (joint control room) and the Event itself. The silver commander makes all final operational decisions and directly manages the bronze team.

BRONZE - directly controls an area's resources/staff at the incident and will be found working at the scene. A commander or representative from each involved responder will be present and take direction from their organisation, with the overall effort generally coordinated by the management team.



In extreme circumstances, (Security Manager) and/or (Event Safety Officer) will operate at Silver Level in the absence of Tom Wilkes and

Incident Management

An [Emergency & Incident Management Plan](#) has been prepared and is detailed later within the appendices of this document.

Transfer of Authority

In the unlikely event of a major incident taking place during the Event it may be necessary for a transfer of authority to take place between the event and relevant authorities.

This will be made in exceptional circumstances only. Once a major incident is terminated or downgraded a second transfer of authority may take place effectively returning control of the Event to the event management team.

Access to the Site

A TTRO is in place for the weekend, with signage out on local roads and an enforceable road closure and one way system in place. This will be managed by a dedicated company: Fenton Traffic Management. The closed road is accessible by emergency services and local residents only. Access for ticket holders using PUDO or car park will use the one way system off the A602 (via Watton at Stone) and out towards Aston. The full traffic management plan is viewable in [appendix B](#).

Event Schedule

Day Schedule

	Car Park	Doors	Last entry	Last Orders	Showdown	Curfew
Friday	15:30	16:00	20:00	22:15	23:00	00:00
Saturday	11:30	12:00	16:00	22:15	23:00	00:00
Sunday	11:30	12:00	16:00	22:15	23:00	00:00

Build and breakdown

All work activities during the site build and clearance periods will be subject to approval of contractors' appropriate risk assessment and method statements. All activities will be overseen by an appropriate safety advisor provided by each contractor and safe working practices will be maintained. All build and break staff/contractors will be inducted onto the site, must read and agree to the site rules and wear appropriate PPE for their works at all times.

All traffic entering the site for the build and clearance periods will be overseen by site management staff. Large vehicles reversing on site will be provided with a banksman to prevent accidents.

The site will be cleared to a standard of returning the field to normal use at the earliest opportunity.

A nominated manager will be present before any works take place on each day of the build and break.

The Build and Break Schedule will be available closer to the event period.

We expect all contractors undertaking any construction/erection work to be arriving on site no earlier than five days before the first event. The site will be open 08:00 to 20:00, and all personnel must agree to all Site Rules (viewable upon request). Once agreed by all relevant parties, no later than 1 week before the event, the build and break schedule must be adhered to.

The build and break will operate under CDM regulations.

All works undertaken in the erection of TDS CDM regulations are subject to:

- Adequate provision of risk assessments and calculations of structures that are compliant with recognised methods of best practice
 - Details and calculations of structures to be shared by Event Management Team with all other contractors who require information around load restrictions, wind speed tolerances, construction and similar information prior to arrival on site
- Structures to be operated within limitations laid down in technical data
- All suppliers must provide completion certificates for any temporary structures
- Each contractor installing temporary structures is specifically responsible for checking site suitability including location of services underground, in the immediate area and overhead cables prior to locating infrastructure to ensure safety of their staff and others at all times

All temporary structures will be built compliant with CDM guidance, and advice/sign-off sought from the structure contractors e.g. tent/marquee provider Alternative Stretch Tents.

Temporary Demountable Structures

Temporary demountable structures (TDS) for this event are the main stage, plus stretch tent stages and BOH (back of house) areas.

Plant

The event will use the farm's equipment, or hired equipment, during build and break. These vehicles are regularly maintained as part of the everyday running of the farm, and are insured and operated by experienced, trained, licensed individuals; the use of such equipment on site is very much a secondary function for the equipment. This plant will only be used in line with the manufacturers operational manual.

Accreditation

Every person on site, whether staff or attendee, on event day will be required to wear some form of accreditation. This may be one or more of a: particular uniform, wristband or lanyard. All attendees will be issued with wristbands at the point of entry in exchange for a valid ticket.

Different colours/styles will be utilised over the event days for any person on site, and will reflect the level of access. A pass list detailing the passes and access permissions will be distributed to the event management, security and bar team prior to public access. This will not be distributed anywhere online or viewable to the public in any way prior to the event to prevent unauthorised fabrication.

Arrival & Ingress

Queue Management

The area immediately outside the Event entrance in the car park will be set-up with queuing barriers. The site entrance is the same as utilised for all events on this site (see Appendix S), and is situated directly opposite Car Park A's entrance.

Open Procedure

Once the Event Manager deems the site safe and ready to open – and having checked with all other onsite management, the Event Manager will inform the Security Manager that the site is safe and ready to open. If possible the site will open slightly early so as to minimise excessive queuing outside the event space. A copy of the SOTO (sign-off to open procedure) can be seen in Appendix V.

Entry

On arrival guests will be required to show a valid ticket, purchase a ticket or validate their name on the guestlist before receiving an access wristband. The events will operate a no re-entry policy. Individual cases will be assessed and permitted at the discretion of the EMT on a case-by-case basis. This is communicated in the ticket terms.

Security

The site is secured with appropriate fencing and security personnel are managed by SRM Security, a specialist event security provider who will provide SIA staff and Fire Safety / Emergency stewarding services at the Event.

Egress

Customers will leave via the same entry-point through the site, and - at peak times - join the queue lanes to enter the car park. This will be managed by the event stewards and security, and will be overseen by the Event Manager. To assist with a slower egress, the approach to site closure will be slow and steady - allowing customers to leave in their own time rather than asking them to leave. This is aided by finishing the headline performance 60 minutes before site closure, with last orders 75 minutes prior to closure.

Customers are deterred from vacating the site on foot in pre-event communications, and encouraged to arrive by car or taxi. Signage around the site with local taxi numbers will be visible. Anyone deemed vulnerable will be approached by security and encouraged to use a taxi: if they refuse, as in previous events, the security patrol team will escort or transport them to the nearest public pathway.

Shuttle bus and car park tickets are available for purchase prior to the event, which will give the event management team a clearer picture on the best method of car park/PUDO layout and bus bookings.

Amusements

Although still to be confirmed, it is planned for a number of amusements to be a part of these events. This will be included in the CDM schedule. All contractor documents will be reviewed prior to arrival to ensure all insurance, RAMS and safety inspection documentation is to the standard set out by Amusement Device Safety Council (ADSC) and adheres to the Health and Safety at Work etc Act 1974 (HSWA). Rides will be operated only by the contracted supplier, whom will be a reputable company belonging to one or more of the following trade bodies:

- Showmen's Guild of Great Britain (SGGB)
- Association of Independent Showmen (AIS)
- Society of Independent Roundabout Proprietors (SIRPS)
- Amusement Catering Equipment Suppliers (ACES)
- MUTA (also known as the Performance Textiles Association)
- National Association of Inflatable Hirers (NAIH)

Fairground rides should be operated in accordance with HSG 175 Fairgrounds and Amusement parks Guidance on safe practice. This is a recognised series of pre-use and in service inspections which apply to all fairground rides and inflatable devices, which fairground trade associations support as the appropriate inspection and certification system for all fairground rides. Ideally the appointed contractor will be a part of ADIPS: Amusement Devices Inspection Procedures Scheme (ADIPS) is the industry operated ride inspection scheme. ADIPS requires inspection bodies to be independent and competent for the work they carry out as laid down in the ADIPS Inspection Scheme Document. Every ride is issued with a Declaration of Operational Compliance (DOC) to prove that all relevant

inspections have been satisfactorily completed and to confirm details have been entered onto the ADIPS Central Database of Amusement Devices. Each DOC has a unique reference number and can be verified at the website: www.adipsonline.co.uk.

Communications will take place directly between the operator and event manager, or via the nearest security personnel to the event manager, or via direct mobile. Accessible areas will be clearly marked out, and the rides will be more than adequately distanced from any large crowd-capacity stages. The rides will be sited with the ground levelling, overhead power lines, access and river in mind.

Fairground rides will not be part of the event ticket, and will be paid for by the customer. Adequate queue lines will be created for each ride, which will be monitored by the security team. Music must be of an acceptable volume so as not to breach the Noise Management Plan nor the ambience of the event: this will be monitored and controlled by the Event Manager.

Contractors

A final list for the contractors at the event will be made available no later than 3 weeks prior to the event date. Relevant RAMS, insurance, certification etc. will be obtained, checked and retained by the event management team before any works are undertaken on site.

Contractor	Contact	Providing
SRM Security		SIA security and stewards
Pro Medicus		Paramedic, first aid and welfare staff
Fenton TM		Road signage, CSAS accredited personnel
UK Events Group		All stage, lighting, sound, LED/video, production staffing, and power management
CATERERS & TRADERS tbc		tbc
WC Portables		Toilet hire, cleaning and waste management
Alternative Stretch Tents		Stretch tent and marquees
BT Events		Noise management planning and monitoring
tbc	tbc	Fairground
J&J Electricals	tbc	On-site electrician

Catering & Non-Food Traders

Adequate catering provision will be provided to supply a variety of options, both hot and cold, to our patrons for meals. Each subcontracted catering outlet will be expected to supply sufficient evidence of their food hygiene standards (minimum 3* and above), staff training, fire safety, gas and/or electrical safety certificates, insurance, and risk management in advance of arrival at site - and

preferably an NCASS membership. They are expected to follow the principles of 'Safer Food, Better Business' as a minimum standard and maintain appropriate storage and temperature control records whilst on site. They are also expected to follow all site rules regarding safety and welfare, and agree in advance to do so.

A list of food vendors can be seen in Appendix R: their documentation may be supplied to the Local Authority upon request by an appropriately authorised officer.

Crime and Disorder

Crime and disorder will be addressed by the security and event management team, as per policies and procedures in this document's appendices.

Please refer to appendices:

[C. Entry Policy and Procedure](#)

[D. Security Assessment, Operations and Deployment Plan](#)

[E. Weapons and Drugs Policy](#)

[F. Eviction Policy and Procedure](#)

[G. Emergency Protocols and Crowd Management Plan](#)

[N. Safeguarding Policy and Plans](#)

Security

Security is provided by locally-based, highly recommended and previously used company SRM. Deployment of staff and security policies/procedures for the event can be seen in Appendix D. A list of all SIA staff can be seen in Appendix D.vii.

Medical

Medical services are provided by Pro Medicus, via SRM. The following has been booked - please note these may increase or decrease depending on final numbers for each event day:

- 1 x Frontline ambulance
- 2 x IHCD Technician
- 2 x FREC 3 Ambulance Care Assistants

This will be complemented by event and security staff FREC3 trained and/or first aiders. These numbers will be reviewed in the lead up to the event, in liaison with the medical provider.

Please refer to Appendix L for more information.

Local Community Impact

The history of the event site is steeped in the local community: many family members and neighbours regularly attend - or even volunteer at - the charity fundraising festival Wilkestock on the

same site, and are notified in advance of any events taking place on site. Local residents are friends of the Wilkes family and have access to the promoter and/or event manager's personal number prior to any event taking place. A letter containing these details on how to contact before, during and after the event has been posted to neighbouring properties. Litter in the surrounding areas is monitored and collected periodically, and the traffic impact will be low as a TTRO will be in place. Members of security will be posted at several neighbour locations as agreed with immediate residents prior to the event, and noise monitoring will take place throughout the event period as per the Noise Management plan in Appendix J.

Public Information

The event uses social media and the event website to broadcast messages, and communicates directly with attendees using email addresses provided at the point of ticket purchase. Local residents are made aware of the event. Emails are sent directly to ticket holders with important event information (such as access, entry restrictions etc.), which are echoed on social media.

Information made available either by social media, email or website includes - but is not limited to -:

- Opening and closing times
- Age restrictions and/or conditions
- Entry, re-entry and last entry conditions
- CV-19 measures where applicable
- Prohibited items
- Challenge 25 and ID information
- Age restrictions
- Car parking information
- Traffic / directional information
- Weather information (7 days before)
- Performance times
- Payment methods on site
- Reference to all event FAQs on the website

E.g.: <https://events.liveit.io/dog-and-whistle-pub/dog-whistle-weekender-friday/>

Appendices

A. COVID (Coronavirus / CV-19)

Please see appendix A.i (coming soon). **Currently under review.**

COVID-19 is a public health emergency. We will evaluate the risks to their workers and attendees, and protect workers and others from risk to their health and safety. We recognise we will not be able to completely eliminate the risk of COVID-19, but will take all reasonable precautions to minimise risk as far as practicably possible.

We will not be implementing any restrictions other than those set out by the government regarding COVID-19. Restrictions affecting the operation of the event as per this document will be assessed as the roadmap progresses, and adaptations will be made to make the event compliant and safe.

Guidance is monitored and updated, as recommended by:

EIF <https://www.eventindustrynews.com/wp-content/uploads/2020/07/ElfDCMS-COVID-19-Working-Safely-9-July-2020.pdf>

LGA <https://www.local.gov.uk/covid-19-outdoor-events-guidance>

and

<https://www.local.gov.uk/our-support/coronavirus-information-councils/covid-19-service-information/covid-19-licensing>

and

<https://www.local.gov.uk/approaches-managing-licensing-and-related-issues-during-covid-19-pandemic>

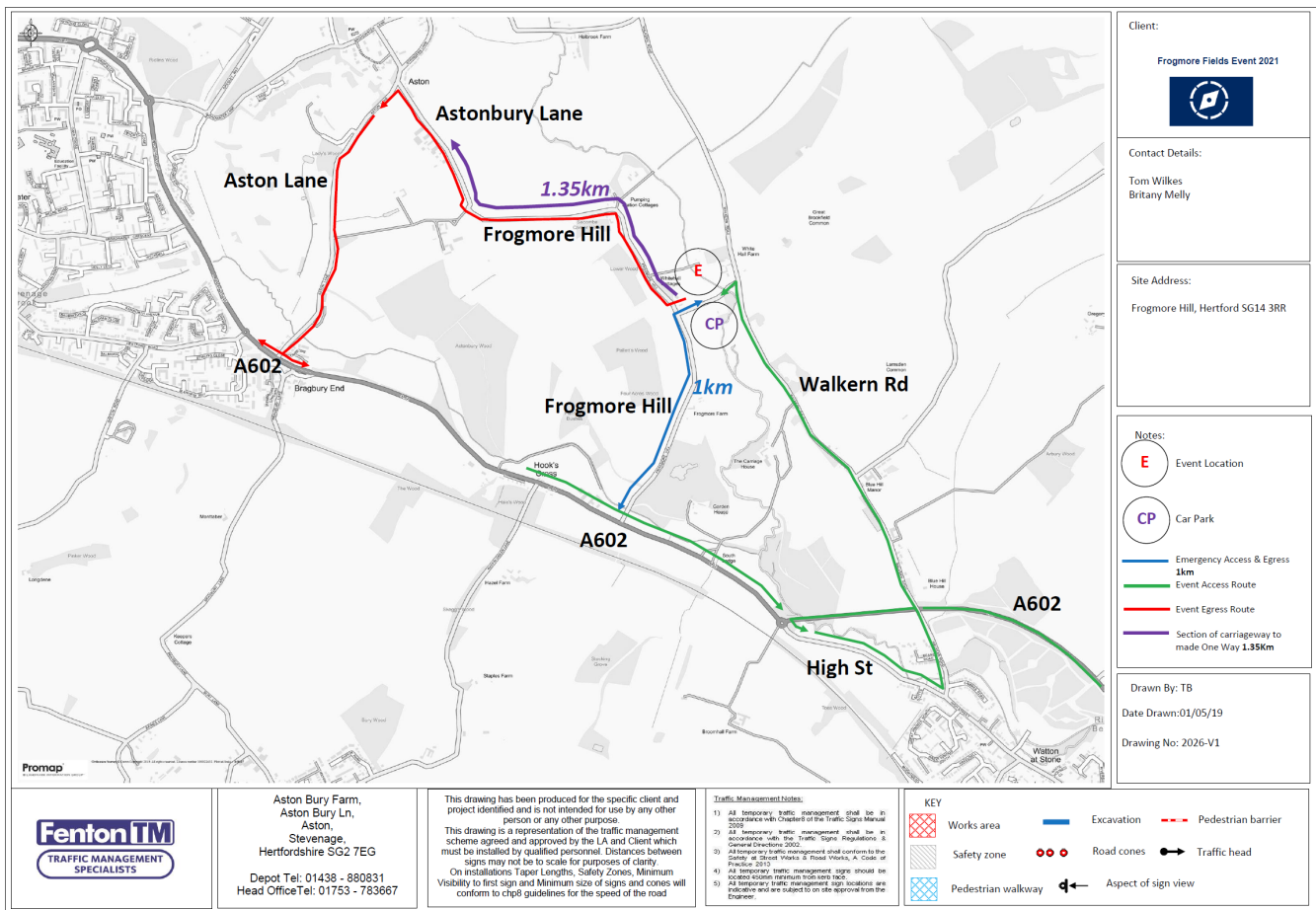
Gov.uk <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

B. Traffic management plan

A TTRO approved by traffic police and highways will be in place for this event. We will be providing information prior to the event on how to get to/from the site, PUDO instructions and car parking information to assist with the management of this on the day.

Customers will be informed prior to the event of the road route into site. This will minimise the likelihood of wrong entry points trying to be accessed. All traffic leaving the event after the event will be directed to use one point of exit only, as per the TM plan.

Please see Appendix B.ii. and B.iii. in the appendices folder for a full size version of the map below.



^ Appendix B.ii.

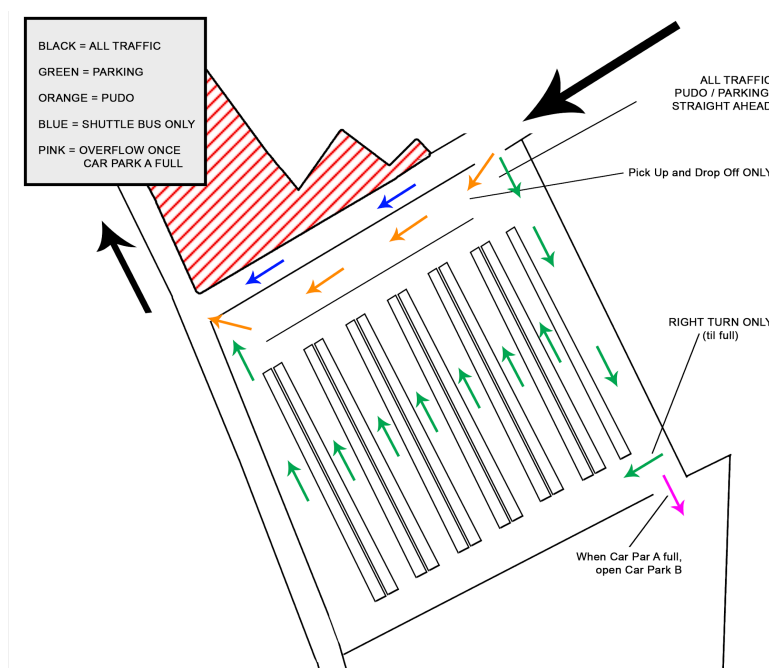
Please see appendix B.i. for road signage TM plan.

Gatemen will be posted to enforce the one-way / road closure that are in force within their posted zone. They will refuse entry to any vehicles trying to access Astonbury Lane via Aston Lane, refuse entry to non-residents or non-emergency service vehicles from the A602.

CSAS accredited staff will be responsible - but not limited to - management of ingress to the car park, and stopping buses for foot traffic where applicable.

At peak times of ingress / egress, staff hired as a primary role will stay in the car park and will be supported by security staff. They will be placed in the car park to check parking tickets, ensure the car park layout is adhered to in order to maximise parking spaces, and emphasise existing signage regarding entry and exit points. The car park system has been used at previous events on the festival

events on site, and has been proven effective and approved by Highways and Police Traffic Management.



^ Appendix B.iii.

All vehicles must go through the car park - with the exception of the shuttle busses - rather than use the road directly outside the event entrance, to avoid pedestrian and car conflicts. This will be directed by staff, cones and signage where necessary. Shuttle bus traffic will be managed by CSAS accredited staff.

Shuttle buses will run from the Dog & Whistle pub to the event site on one-hour time slots for ingress. They will drop off and pick up from outside the event site. Queue lines will be created using barriers on the event site, with a queue for each final destination using the following timetable:

Date	Departure	Arrival	Times	Number of coaches
02/07/2021	Hertford Bus station	Frogmore Fields	15:30 / 16:30 / 17:30	1 coach
	Frogmore Fields	Hertford Bus station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches
	Frogmore Fields	Stevenage Train station	21:00 / 22:00 / 23:00 / 00:00	1 coach
03/07/2021	Hertford Bus station	Frogmore Fields	11:30 / 12:30 / 13:30 / 14:00 / 14:30 / 15:00 / 15:30	1 coach
	Frogmore Fields	Hertford Bus station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches
	Frogmore Fields	Stevenage Train station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches
04/07/2021	Hertford Bus station	Frogmore Fields	11:30 / 12:30 / 13:30 / 14:00 / 14:30 / 15:00 / 15:30	1 coach
	Frogmore Fields	Hertford Bus station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches
	Frogmore Fields	Stevenage Train station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches

Steward(s) will be ensuring all those leaving the event site are getting onto the correct bus. At present, we anticipate the shuttle bus frequency will be every 60 mins for ingress from the Dog & Whistle. Egress will be approximately every 30 minutes from 9pm going to Hertford North and Stevenage station. The coaches seat 50.

Shuttle buses will not be going through the car park due to their size, all other vehicles must exit via the car park. These routes can be seen on appendix B.iii. Additional lighting will be added when the ticket sales for capacity of the car park are clearer. Additional lighting is on standby to be deployed immediately on site in the event extra lighting is required or to replace a faulty light.

Local residents and performers will be encouraged to use the blue route entrance to avoid cross-traffic with event attendees accessing/leaving the car park.

Pedestrian egress is on a closed road that is stewarded at either end, and emergency services will be briefed to use blue lights when using the road to help alert any pedestrians. This is approximately 0.7 miles in length, and leads to a pedestrian footpath that leads to Stevenage or Watton-at-Stone. Perimeter security patrols will add this section of road to their route, using torches to check roads and bushes along the route. *Please note* this is not an advertised route. Those on foot will be strongly advised to use the shuttle bus or a taxi, and on-foot egress will not be promoted. This will be a last resort if the festival-goers refuse to use any other means of egress.

Initial communications have been made with taxi firms, however they will be contacted closer to the event, this will include information regarding the TTRO one-way system. Social media posts, and direct emails have been sent to customers, to encourage people to think ahead and pre-book transport.

C. Entry policy and procedure

LAST ENTRY STRICTLY [AS PER SCHEDULE FOR EACH EVENT]

Tickets are sold online. Numbers sold assessed daily up to an agreed level or the licensed capacity. Small proportion of tickets sold on the event days [if available] utilising the same on-line system.

Relevant accreditation will be issued when a ticket is validated.

All entrants will be searched prior to entering/re-entering the site as a condition of entry. Bag searches will take place for every entrant, and 1 in 10 full body searches at random. For the full search policy please see Appendix C.i.

- Challenge 25 policy operating at the bar, valid photo ID required for sale of alcohol/cigarettes

Prohibited items:

- No alcohol
- No firearms
- No fireworks/explosives
- No knives/blades
- No items that may be considered a weapon
- No aerosols
- No perfume/aftershave (unless tested)
- No drugs/legal highs including NOS & paraphernalia that goes with it (balloons, creamers, etc)
- No psychoactive substances
- No corrosive materials
- No smoke canisters
- No laser pens
- No glass
- No fires or camping stoves/cookery anywhere on site
- No generators of any kind
- No entry permitted to any one, at any time, in any area without appropriate accreditation
- No unauthorised or professional photography, film or video equipment & selfie sticks
- No go-pros
- No Chinese lanterns
- No drones
- No animals
- No megaphones/klaxons/air horns
- No secondary sound systems
- No high visibility bibs and jackets
- No poles, banners and flags

D. Security assessment, operations and deployment plan

There is no known threat identified to the event space.

Site Considerations

- Vehicle to ram crowds - the main event areas are contained within hedges and Heras fencing perimeters which would act as a deterrent/blockade.
- Bomb – the Events Management and Security team will be briefed on what to look out for and remain vigilant always.
- Violence – the Events Management team will all be briefed on what action to take should an incident occur. Several of the event team are first aid trained.
- Knives – No problem has been encountered with knives at previous events, however caterers and contractors will be reminded of knife safety and the events team/security will remain vigilant

Communication

The team will all:

- Be briefed on radio protocol
- Have read the Emergency Procedure
- Receive information with important information and mobile numbers
- Wear hi-vis vests
- Communicate through radios with earpieces on the day, mobiles for back up

Staffing

Working with SRM Security, we will ensure an adequate number of SIA licensed security and stewards are present on site at all times. The numbers will vary based on full capacity, however key access points, evacuation points, surveillance points and vulnerable areas will be taken into consideration. A final security deployment plan and rota will be made available once consultations have taken place, to see the current version please refer to Appendix D.i. Staff are briefed upon arrival and given a document to refer to during the event. An example can be seen in Appendix D.v.

Surrounding Area

Security patrols will take place around the site perimeter.

CCTV

12 CCTV cameras are in operation/manned [when possible] during the event along with radio contact with the security team. All CCTV video footage will be kept a minimum of 21 days. Please refer to the CCTV plan for locations in [appendix T](#).

Crime Scene Management & Preservation

Please refer to Appendix D.iv.

E. Weapons policy and Drugs policy including psychoactive substances

Weapons of any nature are not permitted on site. This includes blades, firearms, fireworks/explosives, corrosive materials, aerosols or unsealed/untested bottles of liquid/perfume.

The venue has a strictly no drugs policy. Amnesty bins will be located at the main entrance and campsite entrance, to allow for disposal of drugs with no consequences. Confiscated items at the site entrance and onsite if seen/found, any drugs found will be placed in a secure 'safe box' with security and handed to the police on the night if necessary.

Where any person is suspected of dealing drugs or in possession of a weapon, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be detained and the police will be contacted prior to the ejection. All suspected drugs will be seized and stored safely and securely in sealed evidence bags, and stored in lockable safe-box storage. A register of all seized drugs will be kept and updated at the time the item is placed into lockable storage. All seizures will be fully documented and all details of the incident, including offender details, will be supplied to the Police at the conclusion of the event.

All staff are made aware of the weapons, drink and drug policies in place and can make the main organisers aware of any infringements of these policies.

F. Eviction policy and procedure

Unacceptable behaviour that can lead to eviction includes, but is not limited to:

- Illegal activity
- Offensive behaviour
- Throwing of objects in the direction of people
- Encouraging others to behave badly by incitement
- Preventing security or emergency services reacting to a situation
- Possession of prohibited items on site
- Underage patrons on site
- Not complying with site / CV19 rules
- Accessing site without accreditation

Evictions will be facilitated by the security provider, and they will make the Event Manager and Site Manager aware. Please see external document [Appendix F.i.](#): the event management accept these external documents as policy for the event(s).

G. Emergency protocols and Crowd management plan

Each key member of the ELT and management personnel will be equipped with:

- A handheld radio base unit
- A mobile phone
 - A dedicated phone number for the relevant main site contact - either Tom Wilkes or - will be circulated to emergency services, security, staff and contractors prior to the event. For any off site issues, this number will be used (i.e. noise problems or any other incidents that may occur due to the event)
- Knowledge of the Event Safety Documents

The ELT envisages that a member of the Event Management team and the Security/Stewards team will be most likely to be first on scene of any incident. Any incident will be treated individually based on its requirements.

All Event personnel will follow these guidelines in the event of an incident:

- Make communication with the nearest available Radio Operator
- When approaching any incident assess the scenario and communicate it to the Site and/or Event Operations Manager - depending on the nature of the incident - and await instructions
- Be aware of hidden dangers when approaching any incident
- Always put the safety of the guests and staff above all other things

Once a clear understanding of the incident has been established by the Site and/or Event Operations Manager they will assess the incident and decide on the level of response needed. Where possible, Site and/or Event Manager will use the resources at hand to handle the incident. The decision to request assistance from the emergency services will be made by the Site Manager only.

Coded Messages and Alert Levels

The following codes will be used in the event of an emergency, as per SRM's protocols:

- Code RED- FIRE
- CODE GREEN- MEDICAL
- Code Blue- Disorder/crowd related
- CODE YELLOW- Structural collapse
- Code BLACK- suspect package
 - Code BLACK confirmed-package located
- Code Purple - evacuation

A spare, private radio channel will be used if possible to discuss the incident. If this is not possible or radios fails, a WhatsApp group message and/or call will be used.

Crowd Management Plan

Crowd management is a public security practice where large crowds are managed to prevent crowd crushes, congestion and pinch points, and to assist security in dealing with fights, disturbances and general movement of people in general, emergency or dynamic situations.

All SIA staff and stewards are appropriately trained, experienced and licensed (where necessary) to manage and negate crowding issues. All customers will be clicked in on entry to maintain a good understanding of the numbers of people on site. They will also click numbers entering/leaving each venue to ensure overcrowding does not occur.

Staff will search patrons arriving at the venue, manage the access arrangements at the front gate and be in position throughout the time that the venue remains open to the public. These gate staff will be responsible for maintaining the entry provisions for the event, particularly the times when no further entry is permitted.

Staff will then patrol the venue to provide customer services, information, deter any anti-social behaviour and monitor and manage those persons present.

The indoor stage capacities and escape rates are viewable in supporting document [Appendix G.iii](#).

Major Incident Plan

A major incident is defined by the Cabinet Office as *"An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies"*.

The following notes were issued with the definition by the Cabinet Office:

- 'Emergency responder agencies' describes all Category one and two responders as defined in the *Civil Contingencies Act (2004)* and associated guidance;
- A major incident is beyond the scope of business-as-usual operations, and is likely to involve serious harm, damage, disruption or risk to human life or welfare, essential services, the environment or national security;
- A major incident may involve a single-agency response, although it is more likely to require a multi-agency response, which may be in the form of multi-agency support to a lead responder;
- The severity of consequences associated with a major incident are likely to constrain or complicate the ability of responders to resource and manage the incident, although a major incident is unlikely to affect all responders equally;
- The decision to declare a major incident will always be a judgment made in a specific local and operational context, and there are no precise and universal thresholds or triggers. Where LRFs and responders have explored these criteria in the local context and ahead of time, decision makers will be better informed and more confident in making that judgment.

In the event of an incident that prevents a 'business-as-usual' approach, the ELT will meet and calls will be made from the event venue to the emergency services via the 999 emergency telephone number. A senior member of the event management team - usually the Site Manager - will, having assessed the extent and duration of such an event, telephone the emergency services on the 999 telephone number and brief the operator on the nature and severity of the situation.

It is likely that an audience-led egress will also occur; as such security will be deployed to the car park to prevent crowds gathering in areas where vehicles are departing. Vehicles will be directed to leave via the one-way system in place, which will not affect the emergency blue route ingress. Cars will be prevented from leaving the car park once emergency services are to leave the site, so they do not block the emergency egress route on the one-way system to the A602.

A senior representative of the event will meet the emergency services at the main entrance to the site and provide a 'hot' briefing.

Active control of the site will pass to the first senior officer of the emergency responders that arrives at site i.e. watch commander/station officer from the Fire & Rescue Service, Senior Ambulance Officer from the East of England Ambulance Service NHS Trust (EEAS) or a ranking officer of the Hertfordshire Constabulary.

Evacuation Procedure

If it has been determined by the ELT that a localised area, venue, or site-wide evacuation is required, the following steps shall be taken.

Please note emergency exit routes from event structures Appendix G.i and G.ii.: [Emergency Exits](#)

Localised Area Evacuation

1. Radio announcement to personnel alerting to an incident, to standby, to be prepared to implement the emergency operations plans, and maintain radio silence until further instruction
2. Event Manager or Site Manager will contact the emergency services and remain in contact, giving concise and up to date information
3. The Security Manager and/or Site Manager and/or Event Manager will be deployed to the site of incident to investigate and report back details to event control
4. The Security Manager or Site Manager will deploy personnel to strategic locations to ensure the guests and staff are protected from the incident
5. The Security and Stewards team will use the megaphones or PA to direct the guests, contractors, and staff to the nearest exit
6. The Security and Stewards will be deployed to all useable and available exits
7. The Site Manager will instruct the use of the PA systems within the area if applicable to relay information to the public
8. Security Manager will stop any more guests into the incident site
9. If the emergency services deem it necessary to attend, then Site Manager will liaise with them and advise which route to the site to be used: green or blue. All resources at hand will be offered to the Emergency Services, and they will be able to control the site as they see fit
10. Stewards/Security will be positioned to cordon the area preventing any members of the public access to the incident site
11. Re-admittance to an evacuated area will only be allowed when all the Event Control personnel are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission must be granted prior to re-admission

Venue/Site-Wide Evacuation

1. Radio announcement alerting site personnel that an incident has occurred, to standby, to be prepared to implement the emergency operations plans, and maintain radio silence until further instruction
2. Event Manager or Land Owner will contact the emergency services and remain in contact, giving concise and up to date information
3. The Security Manager or Site Manager or Event Manager will be deployed to the site of incident to investigate and report back details to event control
4. The Security Manager or Site Manager will deploy personnel to strategic locations to ensure the guests and staff are protected from the incident

5. The Security and Stewards team will use the megaphones or PA to direct the guests, contractors, and staff to the nearest exit
6. The Security and Stewards will be deployed to all useable and available exits, and direct people to the relevant muster point (Car Park A or Car Park C)
7. The Site Manager will instruct the use of the PA systems within the area if applicable to relay information to the public
8. Security Manager will stop any more guests into the incident site
9. If the emergency services deem it necessary to attend, then Site Manager will liaise with them and advise which route to the site to be used. All resources at hand will be offered to the Emergency Services, and they will be able to control the site as they see fit
10. Stewards/Security will be positioned to cordon the area preventing any members of the public access to the incident site
11. Re-admittance to an evacuated area will only be allowed when all the Event Control personnel are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission must be granted prior to re-admission

The Event Manager or Site Manager will advise on which muster point and holding is to be used. Security and staff are all briefed prior to the event on location of all emergency exits.

Causes of the evacuation of the site may be due severe weather, fire, unsafe structures, bomb/terrorist threats or any other reason deemed necessary by the Site or Event Manager.

Structural Failure

All structural documents and completion certificates will be inspected and retained as part of the build and a structural collapse of any significance is deemed a very rare occurrence.

Structures that may fail include the main stage, stretch-tent covered stages, and the covered bars.

In the event of a structural failure, a localised evacuation will take place immediately, followed by a site-wide evacuation. The unsafe, affected immediate and surrounding areas will be cordoned off and made safe. Casualties will be assessed on site and the relevant authorities will be notified.

Loss of Lighting Procedure

- Event Manager is contacted
- Security/Main Stage/Main Top Bar/High Towers will all have sufficient torches available
- Staff and Personnel will be instructed where light is needed until power is restored
- Emergency Exit signs are illuminated: emergency lighting within tented structures will activate
- Entrances and exits are manned not to allow an influx of people
- First aid kits to have glow sticks

Power supplied by two or more generators, mains power and generator-fuelled lighting towers: therefore interrupted lighting is very unlikely.

Counter-Terrorism

For some crowded places simple good practice, coupled with staff vigilance and well exercised contingency arrangements may be all that is needed.

Our priorities for protection should fall under the following categories:

- people (e.g. staff, visitors, customers, contractors, general public)
- physical assets (e.g. buildings, contents, equipment, plans and sensitive materials)
- information (e.g. electronic and paper data)
- processes and policies (e.g. supply chains, critical procedures) – the actual operational process and essential services required to support it.

For each, we need to consider:

- what is the vulnerability?
- why is it vulnerable?
- what are they vulnerable to?

Risks will be factored into the planning of the perimeter security, access control, contingency plans etc. so that the terrorist dimension is considered.

Staff understand their personal responsibilities and accept the need for security measures and that security is seen as part of everyone's responsibility, not merely something for security experts or professionals. We encourage people to raise concerns and report observations.

Bomb Threat or Suspicious Package

In the event of a suspicious package being found or a bomb threat being received, the following procedure will be initiated:

1. A record of the message/finding will be made
2. Location of the package/bomb determined and as much information gathered as possible
3. Inform the police via the most expedient method
4. All actions/decisions made logged
5. All key personnel alerted
6. Cordon off the affected area and move people away
7. Convene ELT
8. Consider raising the alert level
9. Prepare for full evacuation as per police guidance
10. If necessary, evacuate parts of/the full site

Guidance for the Public

When dealing with suspicious items:

- Do not touch
- Try and identify an owner in the immediate area
- If you still think it's suspicious, don't feel embarrassed or think somebody else will report it
- Report it to a member of staff or security
- Move away to a safe distance - even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out.

Public Disorder

If there is:

- Any missile(s) thrown
- Violence towards others, staff/management or authorities
- A fight between two or more people where the public are present and the risk of harm is high

...then the Event Management team will trigger the following procedure:

1. Low level fights dealt with SIA licensed security. Perpetrators removed from site/placed in holding pen and/or handed over to the police
2. Identify the location of the incident and confirm the scale of incident (nature of problem, number of people involved, any weapons seen/used)
3. Notify security/police and attend to the incident immediately where risk to public is high
4. Inform first aiders, other Event Managers and Security Manager
5. Prepare for partial evacuation if necessary
6. Where the incident cannot be contained/controlled in a timely manner: execute the Show Stop Procedure (appendix P)

Hazardous Substances (deliberate release)

A deliberate event is an act, or threat, involving the intentional release of hazardous substances to cause harm. Substances include chemicals, biological agents, and radiological materials. An event of this nature will progress slowly and may not be preceded with a warning. Staff will be vigilant in identifying casualties with similar symptoms relating to breathing, or eye/nose complaints. This incident WILL result in an eventual Show Stop.

If the incident is underway, emergency services will be immediately called (police, fire and ambulance), ensuring the following details are given:

- Type of incident and chemical type/name (if known)
 - Exact location of threat or incident
 - Number of known casualties
 - Access and RVP points
 - Wind direction (if known)
 - Actions already taken
1. Inform Event Manager, Site Manager, Security Manager (who will alert SIA and stewards), and first aiders
 2. Convene ELT in a safe location – immediately determine requirement for containment/evacuation. Do not allow any public in to the containment zone
 3. Establish location for decontamination equipment upon its arrival
 4. Inform the Event Press Officer
 5. Consider continuing the event to reduce mass panic

H. Extreme weather procedure and action plan

The event is outdoors. Our customers are asked to be prepared for inclement weather via Facebook and Twitter, meaning a real-time update can be sent to them. We are able to advise them to dress appropriately for conditions, such as wet or muddy weather (wear waterproofs, wellington boots etc).

Ground conditions for temporary demountable structures (TDS): Though the anchorage for the marquee/tent structures used for the event should be sufficient to hold during wet weathers, advice from the marquee/tent company should be sought. The TDS will be placed in areas least affected by standing water.

Extreme Rain – Persistent heavy rain during the weeks leading up to the event date or during the event itself can lead to localised flooding and unstable ground conditions in some areas. This can have an adverse effect on the event, and may result in alterations to the production schedule or - in very extreme cases - lead to event cancellation. All TDS will be checked on a regular basis during extreme rain to ensure that they remain stable.

Vehicle movement – some of the grassy areas may become water soaked and unusable, especially if several vehicles have to pass over the same area, creating a mud hole. Trackway will be laid down to allow unobstructed vehicle movement. Woodchip or other materials will be available to fill “mud holes” or particularly boggy areas that develop.

Temporary Installations - The site electrician will ensure that all power connections are properly earthed and meet BS7909 meaning that connections and distribution will not be affected by the wet conditions.

Extreme Heat – the site has a number of shaded areas, plenty of access to drinking water, and medical provisions. The forecast will be monitored in the days leading up to the event, and customers advised where appropriate to wear suitable clothing, sun cream, hats etc. when attending the event.

Extreme Wind – As well as watching reliable weather forecast websites (Met Office), Tom Wilkes (the owner of Alternative Stretch Tents, the TDS provider) will also be on site to liaise and advise.

Heras Fence - The majority of the heras fence used on site is not scrimmed. Any heras fencing that is scrimmed (either Tilde Net or mesh banner) is regularly checked, and scrim removed if needed. The max operating speeds for un-scrimmed heras fence is in excess of 25 m/s. The max operating wind speed for scrimmed heras is 10 m/s. As such, the Action Levels for heras fence on site are as follows:

Action Level 1 – 6 m/s – Standby – monitor condition of scrimmed fencing

Action Level 2 – 8 m/s – Remove lower cable ties from scrim and role the material to the top of the panel. The panel is now effectively un-scrimmed

Evacuation of area – 25 m/s

Toilets - Toilets in use at the event are of the single, portable type + trailer unit and are capable of withstanding a wind speed of 16 m/s. As such the action speeds for these are as follows:

Action Level 1 – 12 m/s – Standby – Event Manager and Security ready to inform customers that toilets are temporarily out of use. Event Control to have the Response Team on standby to re-deploy to the toilet block.

Action Level 2 – 15 m/s – Evacuate toilet facilities. Security staff to ensure the public are not allowed to use toilet facilities during this time.

Evacuation of area – 16 m/s

In the event of an evacuation of the toilets being necessary, the Event Manager and Production Manager will instigate Show Stop Procedures and begin evacuation of the site.

Marquees - any Clearspan marquees in use on site are capable of withstanding a simultaneous wind speed of 60 mph, with Stretch structures reaching the similar limits.

Lightning – lightning strikes the ground in Britain about 300,000 times a year. This is a risk that must be considered. Although there is no absolute protection from lightning, measures can be taken to reduce the risk of getting struck and the injury severity. We will use guidance as published by PLASA [Lightning Guidance for Outdoor Events 2019]

There are three different ways of being struck by lightning:

Direct strike: the lightning hits you and goes to earth through you.

Side Flash: the lightning hits another object and jumps sideways to hit you.

Ground strike: the lightning strikes the ground then travels through it hitting you on the way.

Flash to bang - To check if a storm is coming or going from where you are standing apply the flash to bang principle, counting as soon as the lightning flash is seen until the thunder is heard. 'Flash to bang' is based on the following facts:

1. Sound travels at 330 meters per second or at 1 km in 3 seconds (approximately 1 mile every 5 seconds).
2. Light travels at 300,000 km per second.
3. Lightning will always be seen before thunder.

To calculate the distance between yourself and the storm divide the number of seconds by 3 to find the distance in kilometres. If the distance between the thunder and lightning increases over a couple of strikes, the storm is moving away from you. If it decreases, it is coming towards you.

To help identify lightning in the area, a real-time app 'Lightning Pro' will push notify the Event Manager of any strikes within a 30-mile radius.

30/30 rule - Research shows that people struck by lightning are predominantly hit before and after the peak of the storm. This means that you should be thinking about the proximity of the lightning, not the occurrence of rain. The 30/30 rule provides a good way of ensuring one is sheltering during the most risky parts of the storm. It proposes that if the flash to bang is 30 seconds in length or less you should seek shelter. Staying inside this shelter is advised until 30 minutes past the last clap of thunder. This ensures that any distant strikes at the beginning of the storm (lightning can travel up to 10 miles), or trailing storm clouds at the back of the storm do not take anyone by surprise.

Seeking shelter

- Ideally, seek shelter inside a large building or a motor vehicle keeping away from, and getting out of wide, open spaces and exposed hilltops.
- If you are exposed to the elements with nowhere to shelter, make yourself as small a target as possible by crouching down with your feet together, hands on knees and your head tucked in. This technique keeps as much of you off the ground as possible.
- The inside of a car is a safe place to be in a storm, lightning will spread over the metal of the vehicle before earthing to the ground through the tyres.

- Do not shelter beneath tall or isolated trees, it has been estimated that one in four people struck by lightning are sheltering under trees.

The Site Manager will monitor local weather forecasts before, during and after the event.
<http://www.metoffice.gov.uk/weather/uk/>

If thunder and lightning are forecast during any phase of the event, then appropriate action will be taken to safeguard the welfare of staff and the public.

In relation to structures we will be working under the guidance provided to us by the supplier which in the case of our main stage for this event the following procedure is applicable, which will also be reflected in any overall site action plan, with the potential for any clearance of the stage resulting in a clearance of the entire main reviewing area due to small footprint of the overall site.

“Storms specifically in relation to lightning: the local weather forecast will be checked at the start of each working day. If thunder and lightning storms are forecast, then the onsite supplier representative will contact the senior meteorologist at the Met Office who will advise on the exact time and location of the storm. In the event the storm will pass within five miles of the event site, we will need to create a minimum of a 30m cordon around the stage until the storm has passed”.

If the above is to be actioned then the Event Manager/Safety Officer will decide if the event is safe to continue or if the site must be cleared in a controlled evacuation, or if the site is able to continue operating with a reduced footprint.

Should the decision be made to cancel or postpone the event then the cancellation process will be actioned.

Information will be relayed to ticket holders in real time via Facebook that the event has been cancelled. Event staff and security stationed at the event site entrance will inform any customers who arrive on site that the event has been cancelled or delayed. If a storm occurs during the event an evacuation of the site will occur. Announcements will be made by the Production Manager via the PA system following the Evacuation Procedure outlined in the Event Management Plan. Security staff will assist in evacuating the site. Depending upon the timing of the storm in relation to the planned opening/closing time of the event, a decision will be made by the Production Manager and Event Manager/Safety Officer as to whether or not to re-open the event once the storm has passed.

In case of emergency - If someone is hit by lightning, call emergency services – they will need help as soon as possible. If you know first aid, apply it – you will not receive an electric shock. A lightning strike is not usually instantly fatal, victims’ hearts and/or breathing may stop however, and so quick application of CPR will likely save their life. Except in cases of emergency, don’t use your telephone (landline or mobile) until the storm is over.

Emergency Vehicle Access Routes - Please refer to the TM plan for full information regarding emergency vehicle access.

I. Fire safety plan and procedure

Fire Risk Assessment

Please see appendix I: (coming soon). **Currently under review.**

For emergency access routes please refer to the TM plan.

For evacuation procedure please refer to appendix G.

All staff/security/contractors/organisers are briefed and shown the evacuation procedure and fire routes prior to the event. The plans are also made available during the event at the site office. All fire points throughout the site, hold the correct extinguishers and are signposted and adequately. The fire retardant capabilities of all temporary structures will be documented prior to the event. The event Manager will have final say on which evacuation route to be used and also which fire route will be advised to the emergency services.

Fire Extinguishers

Fire extinguishers will be located in each stage close to the amp rack, usually at FOH (front-of-house) position for smaller stages or on stage, either side, for the main stage. They will also be located, out of customer reach (i.e. with a member of staff or behind fences): in the catering area; by generators; by tower lights; in the car parks; in the campsites; and at the bars. These can be seen in the map in Appendix S.

Water Points / IBCs

4000 litres of water will be stored in IBCs in close proximity to the stages, each with fire hoses and pumps allowing 600 litres per minute per pump to be directed at any possible fire. IBCs will also be located in car parks and at the main entrance. These can be seen in the map in Appendix S.

Fire Emergency Plan

- If necessary, the Site Manager will invoke the show stop (appendix P) procedure involving immediate PA silence followed by the use of a mega phone
- Guide members of the public to a safe distance away from the fire and out of any structure via the predetermined evacuation routes
- Fires will only be tackled by staff with the site firefighting equipment if it is safe to do so. Security will not allow any members of the public to use firefighting equipment
- Most Security and Staff have extinguisher experience and some training extinguisher use. Extinguishers are provided at Fire points throughout the site to tackle small fires for the means of escape
- Large 1000L water reserves with pumps and hoses are positioned at designated areas and only used if safe to do so by the correct staff taking into note the overhead power lines.
- All fires are to be reported immediately to the Event Manager who will then assess and take appropriate action
- Designated emergency access to the site will be kept clear throughout the duration, and a blue route made available as part of a one-way system and restricted access to ease access to the site

J. Noise management plan

Please refer to [Appendix J.i](#) in the [event folder](#).

K. Waste management plan

The license holder will recycle as much of the site litter as possible. All contractors will be encouraged to use recyclable containers and packaging where possible.

A litter picking team will be employed to keep the site free from litter throughout the event. This team will also do the final clear down.

All waste removed from the toilets will be dealt with by the contractor, who is a registered carrier of this type of waste.

Any waste/litter created that cannot be handled by the litter picking team (oil etc.) will be removed and dealt with in a responsible manner by the Site Management team.

Litter in the surrounding areas will be monitored by patrolling security and reported back to the Site Manager, who will organise removal as soon as possible. After the event, the litter team will perform thorough litter picks in the immediate areas used by pedestrians and vehicles who had attended the event.

L. Medical provisions plan

An appropriate level of medical professionals will be onsite relevant to the nature, capacity and requirements of the audience. This may vary from each event day across the weekend.

Medical services are provided by Pro Medicus, via SRM. The following has been booked - please note these may increase or decrease depending on final numbers for each event day:

- 1 x Frontline ambulance
- 2 x IHCD Technician
- 2 x FREC 3 Ambulance Care Assistants

This will be complemented by event and security staff first aiders. These numbers will be reviewed in the lead up to the event, in liaison with the medical provider,

Trained first aiders are present at the bar, within the management team and the security team.

Where medical assistance is required, staff are instructed to :

- Summon assistance through radio contact making the Event Control aware
- Assess the casualty
- Do not touch the patient and maintain distance UNLESS there is an immediate threat to life:
 - Put them in the recovery position, if appropriate, and security will alert the medical team
- Await further instructions from Management / medics

Please refer to Appendix L.i. for Pro-Medicus' medical plan.

M. Bar management and Alcohol policy

Under The Licensing Act 2003 we:

- will not advertise irresponsible promotions
- provide of free potable (drinking) water
- Use an age verification policy
- provide smaller measures

A valid form of identification relating to the age of the purchaser is required to purchase alcohol through the event site and car park. ID will be requested at the table prior to service if the purchaser looks under 25.

The license holder will not sell alcohol to anyone who is:-

- acting in a disruptive or abusive manner whilst under the influence of alcohol
- is clearly intoxicated
- purchasing alcohol for someone who has been refused for being in excess of alcohol

All challenges and refusals will be logged, and escalated if necessary.

All drinks will be in open paper or plastic containers.

Staff will be briefed on the bar procedures, escalation process, challenge 25, drinking water and ABV information as a minimum.

Stewards and Security will report to bar managers if they see any guest who they believe may be approaching an excess of alcohol, so the bar manager can deal with any problems arising before the guest is refused service.

The Bar will cease trading no later than 30 minutes before the licensed time / the event end time / the government guideline time each evening - whichever is earliest. For these events, the bar will cease trading at 22:15.

The license holder site will be complying to 'Challenge 25', and signage will be visible at the bars and/or at the site entrance. Only the following forms of identification will be accepted: passport, photo driving license or an identification card carrying the "PASS" hologram.

The venue will operate a token policy, and drink 'prices' will be displayed at each bar, along with information regarding the weights and measures act and product ABVs.

Adequate provision of potable water is available to patrons free-of-charge via drinking water taps on site during the event, or can be acquired at the bar in bottles.

Hand washing facilities are a prerequisite for any external catering units supplying to the event.

N. Safeguarding policy and plan

This is an over-18s only event.

For the purpose of this policy, the license holder will define “safeguarding and protecting the welfare of people” as:

- Protecting people from maltreatment.
- Preventing the impairment of people's health or development.
- Ensuring that people are allowed to live, work and exist in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all people to have the best outcomes.

Legal framework

This policy has consideration for, and be is compliant with, the following legislation and statutory guidance:

- The Children Act 1989 & 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Protection of Freedoms Act 2012
- The Children and Families Act 2014
- The Sexual Offences Act 2003

All staff and volunteers are responsible for safeguarding and promoting the welfare of everybody.

All staff will be made aware of the different safeguarding concerns, how they can identify those at risk, who they need to report concerns to and how.

The welfare area is available as a safe space for any staff, attendee or performer. Dedicated staff and/or volunteers will be stationed here to offer support and refreshments. Any sensitive information disclosed to the welfare team will be escalated as necessary to the medical team and/or management team, particularly in areas that may require further medical care or security intervention (e.g. sexual assault or harrassment).

In the event of any concerns arising regarding the welfare of any visitor, contractor or member of staff, the Site Manager or Event Manager should be informed.

Remember: no concern is too small. Staff often have concerns or worries with little evidence, but these can often contribute to a bigger picture, adding up to a serious cause of concern alongside other information. All staff will be encouraged to report even vague worries at the earliest stage.

O. Lost / Found Persons Procedure

This is an over-18 only event.

To protect the safety of missing or found persons onsite we have 'call names' for use over the radio. This is to help us differentiate who we are looking for:

- Our radio call name for a missing child is: Mike Charlie
- Our radio call name for a missing vulnerable adult is: Mike Victor Alpha
- Our radio call name for a found child is: Foxtrot Charlie
- Our radio call name for a found vulnerable adult is: Foxtrot Victor Alpha

Please remember to distinguish between a missing child and vulnerable adult in your radio call to the Security/Event Manager.

Missing Person

If advised of a missing person by a member of the public, Security will immediately advise the Event Manager and escort the lost person to the Security Control Room.

- Reassure the visitor that you are going to get help
- Radio the Event Manager immediately clearly stating your name, the situation and your location.
"[radio holder's name] to Event Manager, we have a Mike Charlie/Mike Victor Alpha, please come to [location]."
- If you're not a radio holder, go to the nearest radio holder with the reporting adult.

The reporting adult should remain in the same location, in case the missing person is nearby, unless otherwise instructed by the Event Manager. They will be asked by an appointed member of staff to give detail of:

- The missing person's name;
- Age;
- Physical description (hair colour/height/eye colour/skin colour);
- Description of what clothes the person was wearing;
- Last known location on the site;
- Time last seen
- Make a radio announcement using pre-agreed code word (i.e. Mike Charlie) to all radio-holders with a description of the person, asking to report back to Event Control with updates
- Advise Security to prevent any persons of that description leaving the site
- Does the person have a mobile phone?
 - Ring it.
- Did the person arrive by car? If so could they have returned to the vehicle?
 - Check the car park.
- Check the toilets, catering and bar areas
- Commence full search of site
 - If not found, a public announcement can be made at regular intervals
 - If not found in a timely manner, Event Manager will advise Police

Found Person

If you find a lost child or vulnerable adult, please follow these instructions:

If you are a Radio Holder:

- Reassure them that you are going to get some help
- If there is anyone with the child or vulnerable adult, ask them to remain with you if possible

- Radio the Event Manager immediately clearly stating your name, the situation and your location.
“[radio holder’s name] to Event Manager, we have a Foxtrot Charlie/Foxtrot Victor Alpha, please come to [location]”
- Make a radio announcement using pre-agreed code word (i.e. Mike Charlie) to all radio-holders with a description of the person, asking to report back to Event Control with updates
- Take note of the time you found the individual
 - If you are at risk of being on your own with the individual, ensure that you are in a public area where you can be seen and heard. This may mean moving from the location you found the individual – don’t move far, inform the Event Manager of this and take note of where you originally found them. If you found them in a public area with other volunteers/staff/visitors close by, inform your colleagues that you’d like them to stay with you but do not move from that location and await the Event Manager
- Remain calm and verbally reassure the lost person that help is on the way

If you are not a radio holder:

- Take note of the time and location you found the individual
- Reassure the individual that you are going to take them to a colleague to help.
- Walk with them to the closest point where there is a radio, radio holder or colleague. When you reach help, inform your colleague of your circumstances and then use the radio to report the found individual following the guidance above.
 - If this means you are at risk of being on your own with the individual ensure that you take a route that maintains you are in public view, where you can be seen and heard. Make sure you go to the closest point of contact from where you found the individual.

If the individual has been missing/separated from their group for 20 minutes or more, the Event Manager will ask an appropriate team member to notify the police on 101.

The Event and Security Managers will coordinate the team, deploy staff and volunteers (if possible in pairs to make sure that staff and volunteers are never left alone with a child or vulnerable person) to cover areas to be searched and liaise with the police. When the police arrive, the search is handed over to them, although we will still assist if required. When the missing/found individual is reunited with his/her parents/group, the Event Manager will confirm to all radio users that the situation is resolved.

Remember...

- Don’t panic
- Try not to move too far from where you are but ask the Event Manager for immediate assistance

Guidance for Event Manager

- All reports of missing persons should be treated as emergencies.
- Contact must be maintained with the individual reporting the lost person until the missing person is found. This is to prevent them finding the missing person and leaving without first alerting property staff. Take names, addresses and a contact number if you can.
- As much detail as possible should be obtained regarding where the person was last seen plus a description of the missing person as this forms the basis for any search.

A two-stage radio message from the Event Manager dealing with the incident to gather a team and provide details of the individual. This message should go to all security and FOH staff.

1. "This is a message for all radio holders. We have a [Mike Charlie/Mike Victor Alpha/Foxtrot Charlie/Foxtrot Victor Alpha], could all available staff please report to [location]. Standby for details"

ALL RADIO HOLDERS SHOULD THEN IF POSSIBLE TURN THEIR RADIOS DOWN AND HOLD THE RADIO TO THEIR EAR TO ENSURE THAT THE FOLLOWING DETAILS ARE NOT BROADCAST ANY WIDER THAN IS NECESSARY:

2. "[Description of Mike Charlie/Mike Victor Alpha including name, description, clothing, where last seen and any other relevant details]"

If the individual has been missing for 20 minutes or more, or before then if the Event Manager decides to do so in the circumstances, the Event Manager will ask an appropriate team member to notify the police on 101 (or 999 if no answer from 101), using the details from the incident report form. The call should be made from a private area.

The Event Manager will coordinate the team, deploy staff and volunteers (in pairs if possible to make sure that staff and volunteers are never left alone with a child or vulnerable adult) to cover areas to be searched and liaise with the police. When the police arrive, the search is handed over to them although we will still assist if required.

When the missing individual is reunited with his/her parents/group, the Event Manager will confirm to all radio users that the situation is resolved, saying:-

"The Mike Charlie/Mike Victor Alpha [Foxtrot Charlie/Foxtrot Victor Alpha] is now resolved".

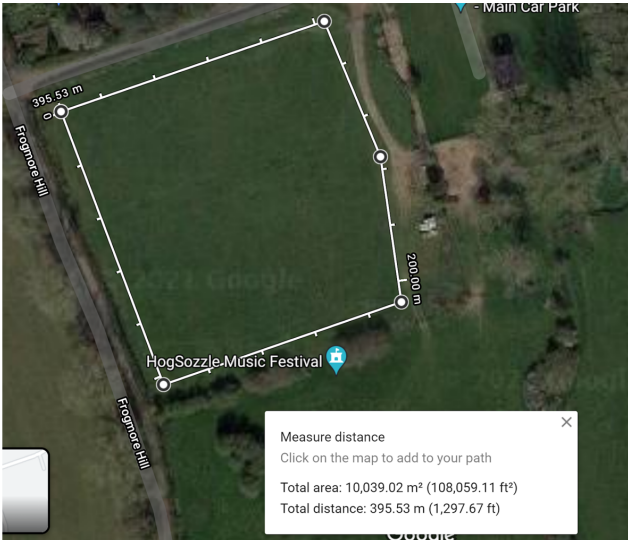
The Event Manager should complete an Incident Report only if:

- The police were called/involved
- The circumstances of the incident raise cause for concern e.g. deliberate act / a child is left behind on a school trip

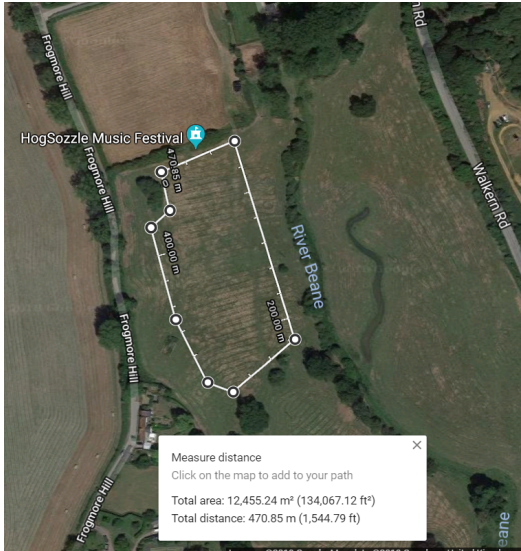
P. Show Stop Procedure

Please refer to Appendix P.i.

Q. Available Car Parking area



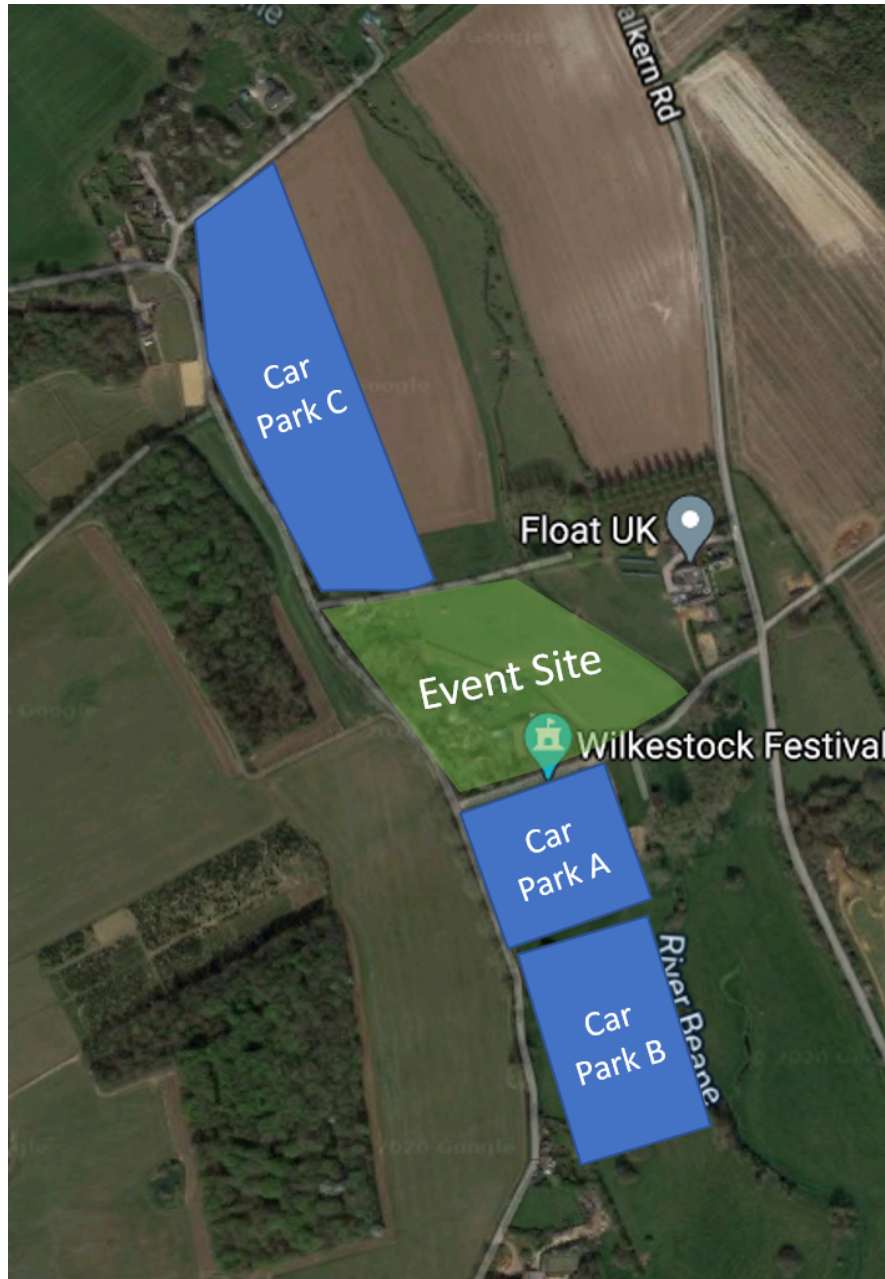
Car Park A ↑



↑ CAR PARK B

CAR PARK C →



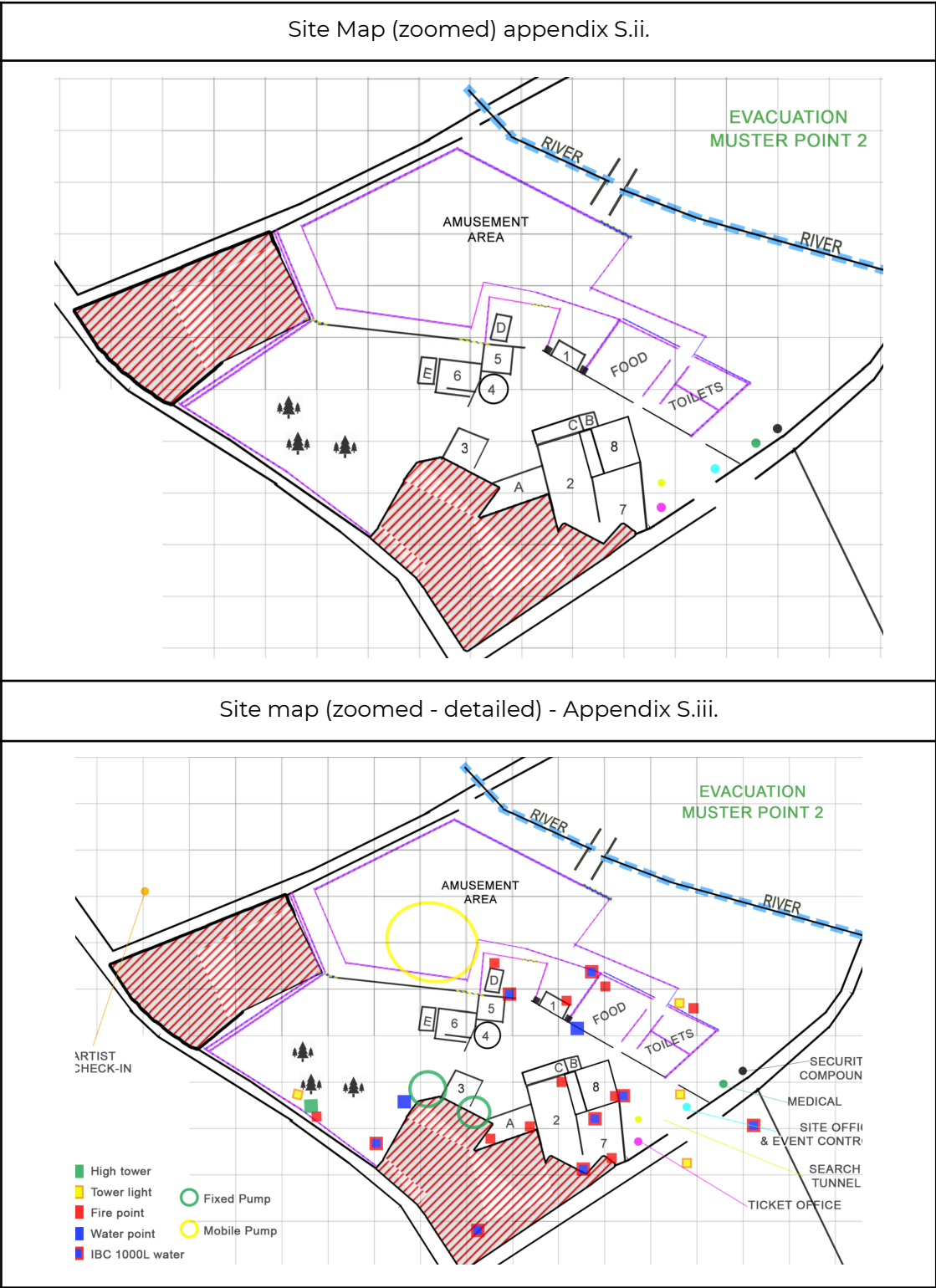


R. Trader List

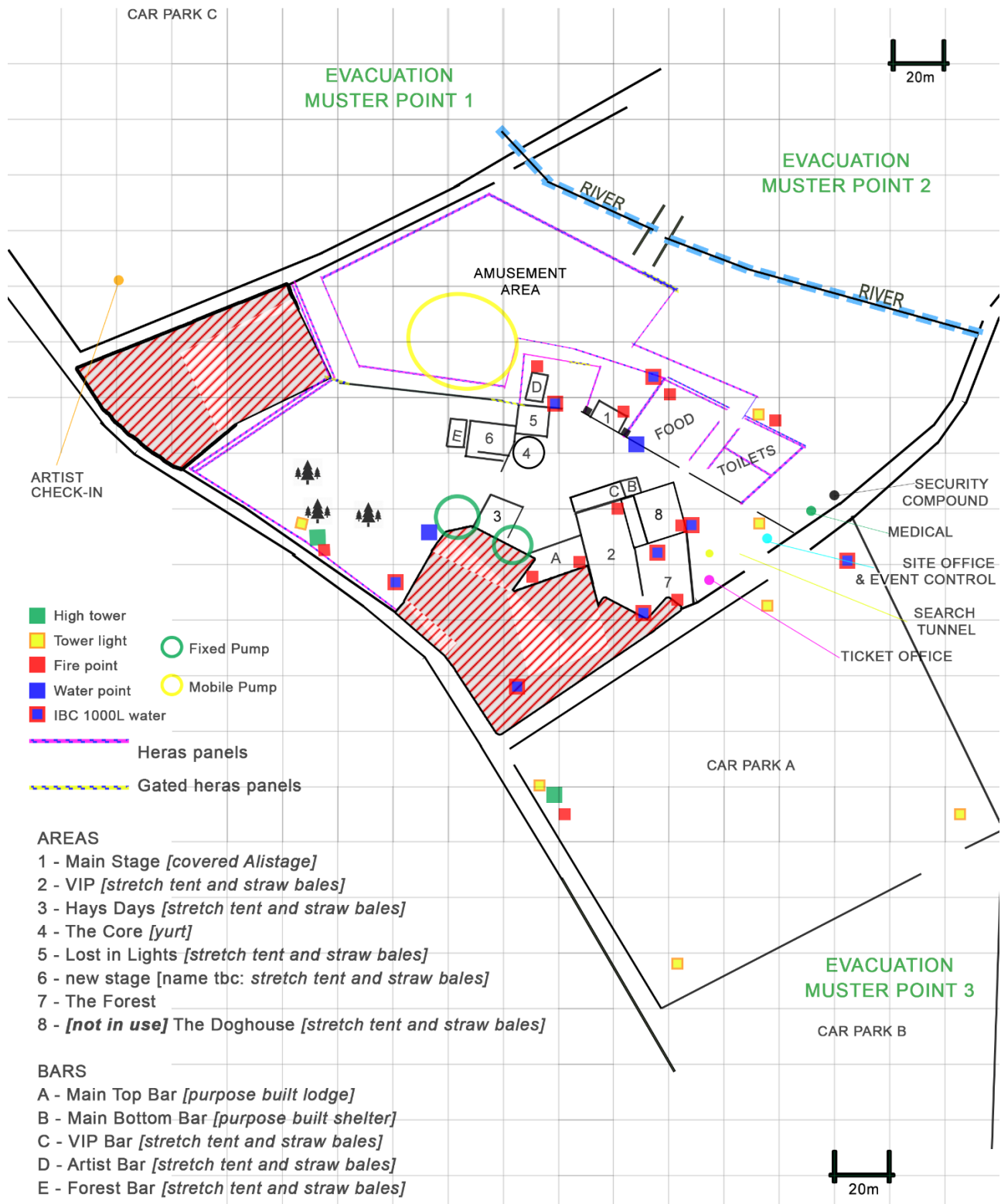
Please refer to external document appendix R.

S. Site Maps

These maps are also viewable in the [MAPS section of the event folder](#). Scale maps are 20m grid squares.



D&W WEEKENDER SITE MAP - 2021



T. CCTV Plan

Cameras in operation are as below. All CCTV footage will be recorded and kept for a minimum of 21 days after the event weekend.



This map is also viewable in the appendices folder under Appendix T.i. The camera names are not finalised but are as follows:

- | | |
|-----------------------------------|--------------------|
| 1. Waterbridge house 1 | 9. Entrance tunnel |
| 2. Waterbridge house 2 | 10. Ticket office |
| 3. Main bar 1 | 11. Event control |
| 4. Main bar 2 | 12. Stage 3 |
| 5. Main bar 3 | 13. Stage 4 |
| 6. Tennis court | 14. Stage 5 |
| 7. Main arena | 15. Stage 7 |
| 8. [closed to public access area] | |

U. Event Risk Assessment

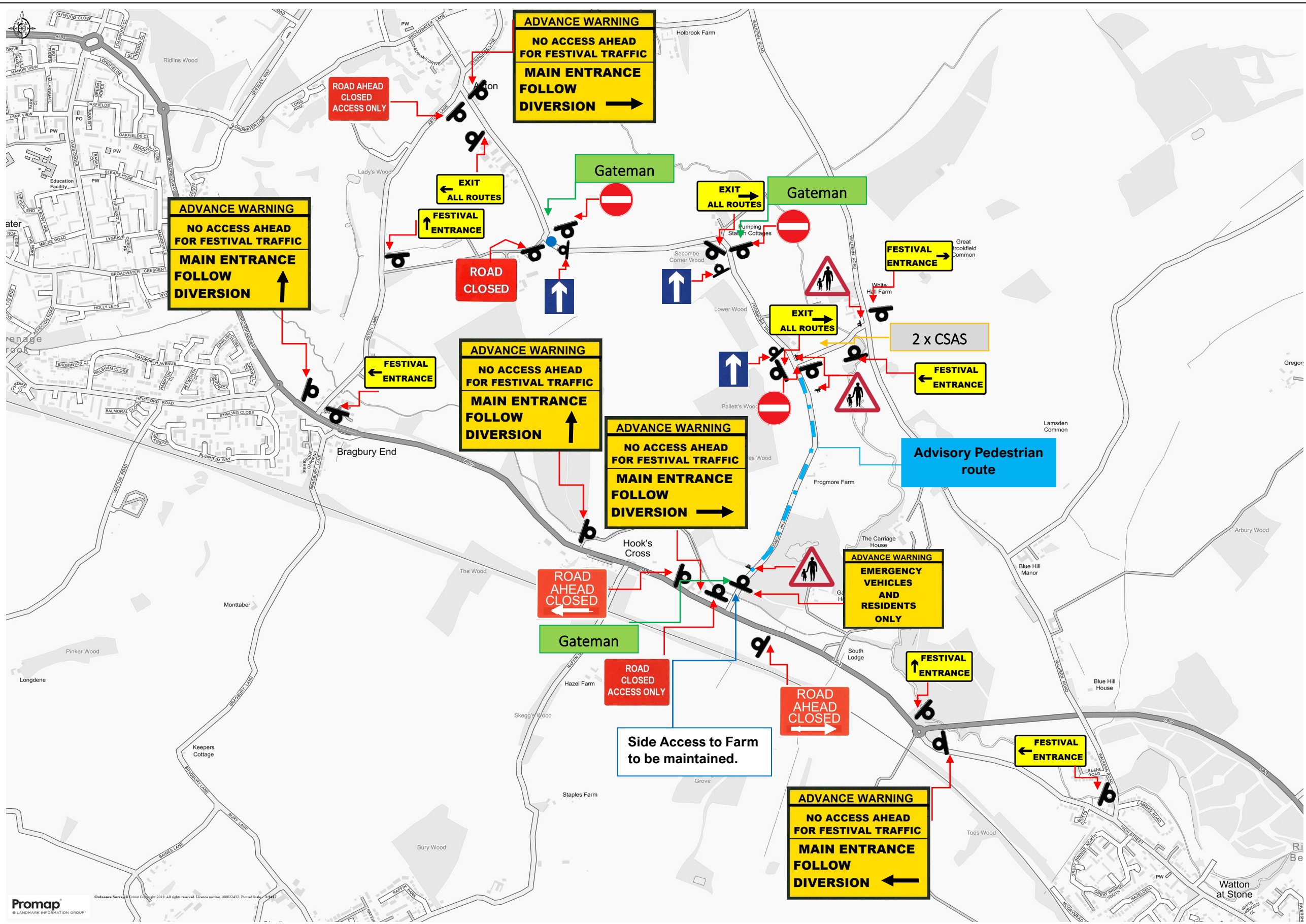
Please refer to Appendix U in the appendices folder.

V. SOTO (Sign-Off To Open) Procedure

Please refer to Appendix V in the appendices folder.

W. Artist / Performer Line Ups

Please refer to Appendix W in the appendices folder.



Client:

Contact Details:

Tom Wilkes
Britany Melly

Site Address:

Frogmore Hill, Hertford SG14 3RR

Notes:

Frogmore Hill to be one way from point in Astonbury Business Park onto the A602, all residents to be letter dropped to inform them of access and egress.

GATEMEN /CSAS to be positioned at various points to check access and egress.

Drawn By: TB

Date Drawn: 19/05/21

Drawing No: 2026-V4

Date of Works: TBA



Aston Bury Farm,
Aston Bury Ln,
Aston,
Stevenage,
Hertfordshire SG2 7EG

Depot Tel: 01438 - 880831
Head Office Tel: 01753 - 783667

This drawing has been produced for the specific client and project identified and is not intended for use by any other person or any other purpose.

This drawing is a representation of the traffic management scheme agreed and approved by the LA and Client which must be installed by qualified personnel. Distances between signs may not be to scale for purposes of clarity.

On installations Taper Lengths, Safety Zones, Minimum Visibility to first sign and Minimum size of signs and cones will conform to chp8 guidelines for the speed of the road

- Traffic Management Notes:
- 1) All temporary traffic management shall be in accordance with Chapter 8 of the Traffic Signs Manual 2009.
 - 2) All temporary traffic management shall be in accordance with the Traffic Signs Regulations & General Directions 2002.
 - 3) All temporary traffic management shall conform to the Safety at Street Works & Road Works, A Code of Practice 2013.
 - 4) All temporary traffic management signs should be located 450mm minimum from kerb face.
 - 5) All temporary traffic management sign locations are indicative and are subject to on site approval from the Engineer.

NOMINATIONS



Over the years, the Wilkestock site (Forgmore Hill) has been host to a number of events, including Wilkestock, that have been in tiouching distance of some very stand out awards in the live events industry:

WILKESTOCK CHARITY MUSIC FESTIVAL

- Nominated for Best Grassroots Festival - 2015 / 2016 / 2017
- Nominated for Best Small Festival - 2017 / 2018
- Reached final 3 for Best Small Festival at the UK Live Awards in London 2019

HOGSOZZLE:

- Nominated for Best GrassRoots Festival – 2016 / 2017 / 2018
- Shortlisted as Best Small Festival – 2018
- Nominated Best Small Festival – 2019

BACK OF BEYOND:

- Nominated for Best New Festival 2018
- Nominated for Best Dance Festival 2019



1988 – 1996

**Crawley Borough Council
Hawth Theatre, Technician**

1996 – 1998

**Cambridge City Council
Cambridge Corn Exchange
Deputy Tech Services Manager, then Production Manager**

1998 – 2000

**Cambridge City Council
Leisure Service Department
Production Manager – outdoor events**

2000-2005

**Theatre Direct/Stage Electrics
Cambridge Branch Manager
Business Development Manager
Safety Services Manager**

2005 – present

**Sygma Safety & Events Ltd (safetygeeks)
Managing Director**

British Safety Council Diploma in Safety Management
Fellow of the International Institute of Risk and Safety Management
Registered Safety Practitioner
Member of IOSH
Level 5 Diploma in Crowd Science and Risk Analysis
HSE/NEBOSH Diploma in H&S Leadership
Safety at Festivals and Mass Gatherings Course (EPC)
C&G Train the Trainer Certificate
Personal License Holder
Temporary Demountable Structures course (EPC)
Currently studying for NCRQ Level 6 Diploma in Applied H&S

Chair of the planning and management chapter of www.purpleguide.co.uk
Member of National Outdoor Events Association
Member of the Production Services Association
Former Council Member NOEA
NOEA Best Practice Award 2012



EVENTS PORTFOLIO (*mainly safety advisors but some event management/event control*)

Stonehenge Summer Solstice – full event management and safety – 19 years
Boomtown Fair – Festival now up to 65,999 persons – 11 years
Edinburgh Festival Fringe – all venues for University of Edinburgh (safety) – 10 years
Adobe EMEA Summit – Excel London – 7 years
BBC Worldwide Showcase – ACC Liverpool – 8 years
Southampton Marathon – 3rd year
Silverstone Woodlands – F1 Festival – 7th Year
Silverstone Woodlands – MotoGP – 6th year
Edinburgh's Christmas (4 large sites) – 4 years
Edinburgh's Hogmanay – 2 years
Leicester Square Christmas – 3 years
Japan Matsuri, Trafalgar Square – 8 years
London's New Years Day Parade (7000 participants, 300,000 audience) – 3 years

For 2019-2021:

Beatherder Festival
Balter Festival
We Out Here Festival
BGL Family Fun Day
Amazon Summer Funday
Elrow Festival
Forbidden Forest Festival
All LWE events (rave) at Tobacco Dock
Junction 2 Festival
We Are Fstvl
Tearout Festival
Wilkestock
D&W Weekender
Wonderwood on the Farm
Oxford May Morning
Velio Festival
Hastings Reggae Festival
Milton Keynes Reggae Festival
Retro in the Park, Burnley
Wile Out, Burnley
Social Avenue
SailGP
Castle Triathlon Series
Made in Leeds Festival
West End Live

For Wilkestock and other events at the Frogmore site in 2021 I am assisting and mentoring the management team in preparing relevant documentation, giving scrutiny to third party documents relating to the operation of the festivals and providing advice on best practice with regard to the EMP and other relevant parts of the events.



Monday 19th April 2021 @ 2pm

1) Persons present and apologies

2) Brief overview of event plans

BM gave a brief overview of the event; event is due to be held from the 2nd – 4th July with up to 3000 attendees per day despite currently being licensed for 4950. Event is hosting commercial dance music performers across 7 stages, each finishing at 11pm with a curfew of midnight. Event organisers are currently working from version 1.5 of the EMP which was circulated to the group on the day of the SAG meeting. This version includes an updated TMP and medical plan. Last minute decision has been made to include camping on site for attendees who have purchased a weekend ticket.

3) Partners comments on the event and documentation

East of England Ambulance Service – WR

WR advised that the medical plans needs to be updated as the level of provision previously detailed will not be adequate if camping is added as this puts on a higher level of burden onto medical staff as their duty of care is longer e.g. throughout the night. SB advised that they were not aware that camping had been added until the meeting but agrees that documentation and risk assessment will need to be changed. WR advised that security staff cannot be noted in the plans as medical staff and cannot double hat. WR questioned whether EOs believed their proposed level of provision (without camping) was adequate based on their experience of running the event in the past, SB advised that they do believe it to be adequate. WR also questioned whether a second location had been identified to provide medical support if someone presents with COVID-19 symptoms in the first area and needs to be closed. EO's advised that this is not something they had previously considered but will do so going forward.

CRa noted that the 2018 event lead to some attendees having complications from drugs and needing transporting to the hospital for treatment by emergency services. Therefore questioned whether this year there will be facilities available to take attendees to hospital if needed. EO's advised that there will be an ambulance on site to do so if required.

Herts Fire & Rescue Service – BW

Clarification requested on who carried out the fire risk assessment – EOs advised that this is done internally based on a historic risk assessment completed by a previous HFRS colleague. BW stressed the importance of ensuring that the risk assessment is conducted by a qualified person to protect attendees and EO's. Also advised to ensure that they document all relevant paperwork e.g. training information should include fire marshals names, date of training, who trained them and to what level to reinforce safety and reputation. BW advised that they would be happy to attend a formal walk around of the layout. Advised that EO's could contact BW or TR if they want a fire assessor.

East Herts District Council – CR

Documentation states that information on food vendors is available on request; CR is requesting information on who has been booked, their hygiene ratings and information on registration to check with their local authority. Advised that all vendors will have a hygiene rating of 3 and above and LW is currently gathering information and will be reviewing their documents. All relevant information to be sent to CR once available.

East Herts District Council – DS

Question on whether another noise management plan is to be expected or if the plans will remain the same. EO's advised that the site has fixed monitoring positions which are continuous. EO's have a noise team; BB is part of this team and can be contacted with further questions on noise provisions. A meeting with local residents has already occurred and another is scheduled for July.

CRa asked for further detail on the residents meeting. EO's advised that this occurred on Thursday 15th April with immediate neighbours who were invited by letter. Not all neighbours have been contacted yet but will be for the second meeting.

Herts Police – CRa

CRa requested an update from EO's on minibus licence as they had previously been advised that they need to apply for a bus licence if they were to have a shuttlebus service for attendees at the end of the event. No update as yet but will be looked into. CRa also asked how many shuttlebuses are believed to be needed, EO's advised that they cannot confidently predict this right now but each shuttlebus can take 50 passengers at a time with drop off points at Stevenage train station and Hertford north train station which is detailed in the EMP. Final cut off for shuttlebus will be 12am but EO's advised they will not stop until everyone has been dropped off. CRa also questioned whether there is a cut-off date for purchasing a shuttlebus ride home; EO's advised that people are not currently questioning how they get home and so sales are currently low, however closer to the time they will be advertising this more and more on their Instagram page and via email.

CRa asked how EO's will be discouraging people from walking home after the event. EO's advised that they are putting provisions in place to do so, including having clear signage for taxi services and pick up areas. Expressed an interest in working with EHDC licensing to link in with taxi drivers.

CRa requested information on security deployment e.g. whether meetings were being organised to discuss further. EO's initially advised that the security deployment plan was in its first draft but then later advised that this version is the version they wished to submit. CRa noted that the plan was lacking in detail and further work is needed on this area.

CRa noted that structures were not clear on the site plan. Asked whether HFRS colleagues were happy with the level of detail included. BW advised that more detail is needed, specifically whether areas are covered or uncovered. EO's advised that page 9 of the EMP reflects this but can add this onto the site plan.

CRA asked when the risk assessment will be updated. EO's advised that the review date is set for 31st May but is aiming for this to be done before this date. Also advised that the current COVID risk assessment is based on no social distancing restrictions being in place, however a second EMP and COVID risk assessment is being worked on for a COVID secure event. CRA noted that the current risk assessment is quite generic and camping now needs to be added.

East Herts Council – NP

NP advised that _____, COVID Enforcement Officer from Public Health England is due to meet with HW and Environmental Health colleagues this week to see how he can work to review documentation for events within East Herts. It is likely that _____ will be invited to the next SAG meeting or to a subgroup meeting specifically to review COVID documents with colleagues from East Herts Council Environmental Health team.

Traffic Management Unit Herts Police – _____ (provided via email before the meeting)

In principle subject to the implementation of the “default” TM plan that Tom Wilkes has recently said will be used for all events at this venue then I’ve no objection. As yet we await sight of an acceptable “default” TM plan, we’re nearly there but the plan needs to be amended to include details of the ped’ route signing along the blue route. EO’s advised that the TMP has been updated but is yet to include the information requested above but they are continuing to work directly with Guy on this.

CRA also noted that _____ had been advised that lighting was to be installed in Frogmore Hill and requested a copy of the plan.

Herts Police – EM

EM questioned whether the camping would take place in licensable area to which EO’s confirmed yes it will be. EM also wanted to make EO’s aware that the introduction of camping does raise concerns on how the behaviour of attendees will be managed, specifically after the event has ended as local residents will expect noise to stop but attendees may still be noisy.

4) AOB

Next meeting date will be scheduled for the week commencing 17th May. EO’s encouraged to provide documentation to HW/NP a week in advance of the meeting so that members of the SAG have sufficient time to review these.



Dog & Whistle Weekender 2nd SAG Meeting

Tuesday 25th May 2021 @ 2pm

Held via Zoom

1) Persons present and apologies

Name	Organisation
	East Herts District Council
	East Herts District Council
	East Herts District Council
	Herts Police
	Herts Police
	Herts Police
	Herts Police
	East of England Ambulance Service
	Herts Fire & Rescue Service
	Herts Fire & Rescue Service
	HCC Highways
	Event Organiser
	Event Organiser
	Event Organiser
	Event Organiser
	Event Organiser
	Event Organiser
	Event Organiser
	Event Organiser
	Event Organiser
Apologies	
Name	Organisation
	East Herts District Council
	East Herts District Council

2) Overview of updated event plans

BM – Version 1.7 of the EMP was circulated last week. Camping has been removed due to comments made by members of the SAG in the last meeting. Recent communication with GM and TB regarding TMP will be added to updated EMP

3) Partners comments of the event and documentation

East of England Ambulance Service – WR

Query on medical plan as document reflects there will only be one ambulance presence – question on how they plan to take those who fall ill offsite. AC confirmed that this has

now changed and there will be 2 ambulances available. Documentation to be updated to reflect this change.

ACTION – EO's to update medical plan and send to WR

Herts Police - CM

CM requested an update on ticket sale numbers; RH estimated 1100 for Friday, 2600 Saturday and 2400 Sunday. Discussion over level of detail in the EMP relating to people leaving via shuttlebuses as EOs expect attendees to begin leaving at 9pm (first shuttlebus is scheduled for 9:30pm) however CR has concerns whether this will happen and what management provisions they have in place if this is not the case. EO's advised that busses will return if people are still at the site, despite the EMP detailing that there will only be 6 journeys (3 to Stevenage, 3 to Hertford). CM advised to detail their provisions in the EMP

CM has been made aware that TW has spoken with a nearby resident regarding security within Frogmore Park. TW confirmed that this is correct and has discussed this with GM. GM advised that he is aware of this and is happy with the recently updated TMP.

CM questioned whether the risk assessment had been recently reviewed. LW and BC advised this was done so last week and there had been no dramatic changes. Separate COVID risk assessment is being kept in house. HW advised that Environmental Health will need to see a copy of this. EOs advised that if the next stage of the roadmap is not met, the event will be delayed for a later date, most likely to be held over August Bank Holiday (27th – 29th August).

CM requested clarification on structures to determine capacity and whether they are enclosed or open, TW confirmed these are enclosed. CM highlighted a discrepancy between two documents on security deployment relating to number of stewards and SIA. SMA to edit.

ACTION – SMA to correct discrepancy between documents and sent to CR

CM questioned whether pyrotechnics are being used. RC advised potentially yes but these have not been booked. If any are booked they will be indoor sparkler ones. CM highlighted need to raise this with Fire & Rescue and include in relevant risk assessment.

CM questioned whether the amusement area will be used. EOS confirmed it will be and will only be a small number of rides. HW advised that details of this needs to be shared with Environmental Health for them to review

ACTION – EOs to provide Environmental Health documentation on amusement area and rides

Herts Police – SM

SM requested information on ID'ing process. EOs confirmed that everyone will be ID'ed upon entrance and will be provided with a wristband to reflect this and each bar will still be operating a Challenge 25 policy. No re-entry policy but this will be reviewed on a case by case basis (e.g. if they wish to return to their vehicle to get a jacket) but all will be researched upon re-entry.

Herts Police – EM

Question whether the weight restriction for the bridge had been considered. GM checked and believes there is no weight restriction.

Herts Fire & Rescue – BW

Informal site visit undertook. Encouraged event organisers to include a risk assessment for pyrotechnics. BW currently happy with documentation and measures in place and will review the risk assessment once this has been supplied

East Herts Council – DS

DS generally happy with noise management plan. Previous events have resulted in sporadic complaints from residents but nothing substantial. DS aware they have speaking with a noise consultant and is currently satisfied with noise related documentation.

4) AOB

Third SAG meeting is to be scheduled. Suggestion for the week commencing 14th June.

ACTION – HW to schedule 3rd SAG and send diary invites

Deadline for finalised EMP is 21 days prior to the event – Friday 11th June.

End of Meeting



East Herts Cultural Strategy 2021-2025

Culture is for everyone!

It gives me great pleasure to introduce the Cultural Strategy for East Herts. As a member of East Herts Council's Executive since 2015 I have sampled at first hand many delightful events organised by a variety of organisations across the District. These may have been delivered in educational settings, or through activities arranged by our many enthusiastic community volunteers in our larger towns, as well as performances in the smallest of halls or open spaces in our villages.

Arts and culture is a very broad subject and I am not going to attempt to define or limit it here. That is all part of the challenge and the opportunity. I'm sure that many of those organisations involved in the arts and cultural sector in East Herts aspire to see it become part of the lives of all of our residents with many more participating and contributing.

Our Strategy seeks to share the gifts of our arts, culture, heritage and our creative industries with established and new audiences alike. We know the potential of arts, culture and creativity in enriching people's lives and we all have our part to play to ensure everyone can enjoy and be inspired by the exciting and unexpected cultural opportunities on offer.

This is just the beginning. The pandemic may have to make us think differently but it was always impressed upon me that with every difficulty comes an opportunity. The Strategy will evolve and grow over time, so let's support and encourage each other as we begin this journey of exploration and discovery. Above all, let's all have fun while doing it.



Cllr Eric Buckmaster
*Executive Member for
Wellbeing
East Herts Council*



We will make this Strategy a success

The East Herts Cultural Strategy 2021 – 2025 is a call to action for everyone involved in arts and culture in East Herts.

The following partners have contributed to the development of this Strategy and signed up to drive forward implementation the East Herts Cultural Strategy.

We are thrilled to be part of the 'we':

- Age UK Hertfordshire
- Active in the Community
- Active East Herts
- Bishop's Stortford Library
- Bishop's Stortford Town Council
- Community Development Action Hertfordshire
- Courtyard Arts Community Centre
- Clarion Futures Communities
- Dementia Friendly Action group
- East Herts Council
- Hertfordshire Festival of Music
- Hertford Library
- Hertford Theatre
- Hertford Town Council
- Herts Visual Arts
- Home Instead East Herts & Uttlesford
- Local Social
- Much Hadham Community Hub
- Paradance
- Southern Maltings
- Strategic Transport and Rail Team, Environment and Infrastructure
- Summer Arts In Buntingford
- Ware Town Council

And we're signing up new partners all the time

Let's be inspired

This Strategy marks the beginning of our new cultural journey that will involve identifying all of the great physical and human assets of the district, seeking out those who currently are not able to access the arts and exploring ways to increase the cultural engagement for all of our residents.



1. The Big Picture

Our vision

// East Herts will lead the way in demonstrating that when residents, community organisations and the creative industries come together extraordinary, surprising and delightful things can happen that enrich and enhance everyone's health, wellbeing and sense of inclusion. //

Our ambitions

Our ambitions are high. We want to make East Herts a place where:

- truly extraordinary things happen throughout the district, all year round
- strong partnerships result in a resilient cultural infrastructure that offers our diverse communities a wide range of cultural opportunities
- residents along with the public, private and voluntary sectors support each other to encourage entrepreneurial and innovative cultural practitioners to invest, live and work in East Herts
- investment in arts and culture contributes to tangible gains in health and wellbeing outcomes, economic resilience and environmental sustainability
- sustainability is at the heart of our cultural infrastructure and activities
- our achievements are recognised far beyond our district's boundaries.

This Strategy is everyone's blueprint

This Strategy is set within the wider policy context and economic growth ambitions of existing district-wide strategies and business plans of East Herts partner agencies. East Herts Council sees itself as part of the community, not apart from it. When we say 'we' or 'us' in this Strategy, it means everyone involved in culture in East Herts.

This Strategy takes the broadest of views of what culture in East Herts covers because inclusion is at its heart. So, arts and culture can be considered to include:

- the performing and visual arts
- festivals
- tourism and leisure
- heritage and historical buildings and resources

- sport and physical activities
- parks and open spaces
- children's play
- voluntary groups where individuals meet to pursue common interests.

We will use this Strategy to demonstrate to partners and funders alike, how the cultural sector is working together in East Herts. For example, some funding streams require evidence of joint working, while other funds are only available to community groups, rather than statutory bodies. This Strategy provides a means by which all partners can play to their strengths and support each other through the sharing of best practice, lending support to each other's funding bids or arranging joint initiatives and funding proposals.

The evidence based review of the Value of Arts & Culture to People & Society by Arts Council England (ACE) highlighted that culture and arts have a significant positive impact on people's lives. This Strategy recognises that the outcomes of cultural investment will be seen in local people's health and wellbeing, community safety, and local economic growth. No single organisation, interest group, or industry can deliver this alone; our strength is in our shared impetus to excel.

We recognise that culture can be a key driver for the prosperity of our area. The creative economy is one of the fastest growing sectors in the country and the digital and creative industries are highlighted by government as priorities for growth. Our combined track record of community engagement, high educational attainment and pride in local provision mean we can all contribute to these growing sectors.

Our ambitions haven't been dented by Covid-19

The Covid-19 pandemic has had a serious impact on the ability to hold the events and activities that maintain social engagement in our district. We cannot lose sight of the pleasure that participating in or simply watching a

2. Our new cultural journey starts here

cultural event can bring and must re-think ways to encourage and enable participation in arts and culture.

Before the pandemic, many of our residents found it difficult to access culture whether through living in relatively disadvantaged areas, owing to disabilities or having only limited access to transport. We will tackle existing and Covid-19 related barriers to enjoying culture in East Herts by working together across the district.

Culture brings people together to forge rewarding and stimulating lives, building our resilience and self-esteem in the process.

East Herts may be on London's doorstep but we are certainly not in London's shadow. Though just 30 miles from London's West End, we have a very long history of growing and providing our own cultural offer. Halifax Quality of Life Survey 2020 announced that East Herts is the best place to live in the UK, offering one of the highest qualities of life in the country; our cultural activities are central to this.

The district has a distinct cultural heritage reflecting its market towns and countryside, including its rural and agricultural landscape. The district is home to a number of cultural and creative industries, museums, heritage sites, arts centres, performance companies, sculpture and craft retail, individual craft makers and designers, giving residents a place to relax and enjoy a wonderful range of cultural activities. There are also over 120 parks and open spaces, providing valuable places for all people to play, exercise, meet one another, and hold public events and festivals.

East Herts' population is a vibrant patchwork of people from many different backgrounds and groups. The most recent census showed:

- population projections show the numbers in all age groups are growing in the district, in particular those aged 60+ years
- some 8,700 people are living with a disability
- around 3,200 people have a learning disability
- nearly 1,400 people have dementia
- an estimated 6% of our population are Lesbian, Gay, Bisexual, Transgender or Questioning (LGBTQ)
- the white British population is the largest ethnic group in East Herts but the proportion of non-white British people in the district is steadily growing from the 10% recorded at the time of the 2011 Census.



3. Actions built on need

The Cultural Strategy has been built on a review of the evidence and horizon-scanning to better understand our communities, the gaps in the district's cultural offer, the opportunities for growth and the actions we thus need to take.

<p>a) East Herts' population is changing and new neighbourhoods and garden villages are bringing new opportunities</p>	<p>The East Herts District Plan proposes significant new housing growth across the district up to 2033. This, together with an increasingly diverse population, brings new opportunities, new perspectives and new expectations. This is exactly what drives innovation in cultural activities and so cultural enrichment should be a key policy priority from the beginning of the development process.</p> <p>In a context of finite funding for public and community-based arts, new development offers the opportunity to create cultural facilities that can fund themselves in the long term and to establish stewardship structures to oversee the management of these facilities.</p> <p>Thoughtful planning and development can help co-ordinate the provision of new cultural facilities through unlocking developer contributions. An example of this is the new garden town, planned in Gilston, which provides an opportunity to expand culture through, for example, new public artworks, bringing art and design into everyday life.</p>
<p>Action</p>	<ul style="list-style-type: none"> • Support development of a cultural offer in East Herts which takes on board the changing population profile and ensures a widening range of activities that meet the needs of all our residents • Embed arts and culture within new neighbourhoods and garden towns in the district, creating cultural opportunities residents • Provide affordable access to cultural opportunities for East Herts residents especially the over 50s and 12-24 year old young people • Ensure residents of all religious and black and minority ethnic backgrounds across East Herts are fully involved in the development of cultural opportunities in the district • Ensure residents with physical and/or learning disabilities participate in the planning and enjoyment of cultural opportunities in East Herts.
<p>b) Relative deprivation can hamper access to arts and culture</p>	<p>Engagement in cultural activities is influenced by socio-economic background and by where people live. East Herts residents enjoy generally better levels of health and wellbeing than the England average, however, this tends to mask small pockets of deprivation. The Public Health England Local Authority profile 2017 confirms that five of the most deprived wards account for 16% of the population, representing around 23,000 individuals.</p>
<p>Action</p>	<ul style="list-style-type: none"> • Provide opportunities, to be identified through community conversations and needs based research, for engagement in cultural activity that extend across our communities including our more deprived areas • Support the development of local, cultural opportunities, working with local community groups and village halls, to minimise the cost of and/or the need to travel to participate in cultural activities.

c) Arts and culture can alleviate loneliness and so have a positive impact on health and wellbeing	<p>National Quality of Life data published in 2018 underlines that loneliness is a main challenge to individuals' quality of life.</p> <p>Triggers for loneliness vary throughout the different stages of life. Among younger adults, unemployment, financial challenges and raising a family alone have all been found to lead to feelings of isolation. Our older residents may be facing bereavement or disabilities which again can also trigger social isolation and loneliness.</p>
Action	<ul style="list-style-type: none"> • Reach out to communities, going beyond the participants they already know by providing a sensitive approach to drawing in those who have lost their confidence or feel that the arts have little to offer them • Encourage cultural activities that foster physical activity 'by stealth', for example photography clubs that promote walking • Encourage communities to establish activities close to home, reducing the barriers to access and supporting residents in rural communities to participate in cultural opportunities.
d) Arts and culture can promote community safety and civic pride	<p>Arts-related programmes can prove to be key ways of tackling anti-social behaviour and bringing different groups together to achieve a common, community-oriented goal. For example, interventions aimed at offenders can improve communication skills, teamwork and self-awareness which may reduce the later likelihood of reoffending.</p>
Action	<ul style="list-style-type: none"> • Engage with residents and communities to safeguard people, property and individuals • Support initiatives to promote a high quality Night Time Economy in East Herts, for example, by supporting the use of the Police's Community Voice engagement tool • Support residents from all communities, circumstances and abilities to participate in cultural activities across East Herts.
e) Young people thrive when they are involved in arts and culture	<p>The Arts Council England review suggests taking part in drama and library activities has been proven to improve attainment in literacy, while taking part in structured music activities improves attainment in maths, early language acquisition and early literacy for young people.</p>
Action	<ul style="list-style-type: none"> • Work with young people and educational institutions in the district to encourage active participation in cultural activities to enhance confidence, build skills and improve employment opportunities • Work with cultural groups from all East Herts communities to ensure children of all abilities and circumstances have access to, and participate in, enriching cultural experiences • Work is underway to ascertain school needs and assess Hertford Theatre's potential offer in relation to those needs funded by Royal Opera House Bridge programme.



3. Actions built on need... *Continued*

<p>f) Just getting to an arts venue can be a challenge</p>	<p>East Herts has high levels of car ownership reflecting many residents' relatively higher incomes. Car ownership rates may also result from the rural and somewhat dispersed nature of our district and this causes problems for residents without access to their own transport.</p> <p>Despite good rail links into and out of London from the district's major towns, many rural communities still have very limited transport options other than car use. While every ward is served with a bus service, there is great variation in frequency.</p>
<p>Action</p>	<ul style="list-style-type: none"> • Support all partners to develop cultural opportunities in all corners of our district, allowing our residents to participate in a rich cultural life in their own communities, whether in the rural villages or the bustling town centres • Identify how the potential of the district's assets, such as village and community halls, can be maximised to achieve its cultural vision, bringing in the relevant partners to identify projects and deliver initiatives that benefit residents in East Herts.
<p>g) COVID19 has made a big impact</p>	<p>The COVID19 pandemic has demonstrated the value and potential of digital and virtual methods for bringing people together and enabling shared experiences.</p> <p>Social distancing measures have resulted in a number of organisations reaching out through the adoption of digital platforms.</p> <p>Despite the loss of physical human connectivity, digital technology has kept the community alive in East Herts – all from the safety of people's homes.</p>
<p>Action</p>	<ul style="list-style-type: none"> • Build on what we've all learnt from the COVID19 pandemic so that we can harness the potential of digital media to deliver both existing and new cultural activities and opportunities through an invigorating blend delivery of digital and physical platforms • Ensure digital delivery is accessible to all residents wishing to engage with culture through digital platforms • Produce an approach to communications that will enable all partners to publicise opportunities through both digital and traditional methods, such as leaflets, posters and word of mouth.



<p>h) Cultural activities are not immune to the challenges of climate change</p>	<p>Climate change is one of the biggest threats to our planet. East Herts Council has set itself a challenging target of achieving carbon neutrality by 2030. Partners have come together as the East Herts Environmental and Climate Change Forum to work towards the district itself being carbon neutral by 2030 – an extremely challenging aspiration.</p> <p>The entire cultural sector must challenge itself to provide activities that minimise the carbon footprint, by bringing activities closer to where people live to minimise travel, by building reuse and recycling into business-as-usual or by staging events that influence people's thinking about the environment and encourage them to make for environmentally sustainable choices.</p>
<p>Action</p>	<ul style="list-style-type: none"> • Enable the cultural sector to find ways to reduce its carbon footprint and encourage more environmentally sustainable actions across the entire cultural activity map from event design and production to engagement with audiences.
<p>i) This strategy will be judged by the impact it has</p>	<p>Delivery of the Strategy will be secured through annual action plans devised by the East Herts Cultural Delivery group which will include actions and targets for the council and its partners, not just a few organisations.</p> <p>A wider, inclusive East Herts Cultural Strategic group will fulfil a 'critical friend' role to ensure the priorities of the strategy are fulfilled.</p> <p>We recognise that some actions, projects and funding bids will benefit from detailed evidence gained through gap analyses and empirical research. Such future work will be carried out by the partners coming together or by the partners' pooling financial re-sources to fund external expertise.</p>
<p>Action</p>	<p>We will design and implement different methodologies for collecting and evaluating information including capturing specific data and evidence throughout the life of the Strategy such as:</p> <ul style="list-style-type: none"> • creative outputs and outcomes • local people's participation as board members of creative organisations • levels of investment in the arts and culture sector in the district • numbers of jobs, traineeships, apprenticeships, internships and opportunities for volunteering in the sector • levels of participation, audience reach and engagement • press coverage, marketing and publicity.

4. How we will work together

This Strategy has been shaped by East Herts' cultural sector. To fulfil our potential, all partners will need to pull together to strengthen our collective voice. The Strategy's ambitions can be met if partners adopt one or more of the following roles.

Type of role	What this will do
Enabler role	<p>An organisation working to support the growth of the East Herts cultural offer will:</p> <ul style="list-style-type: none"> • enable and support the establishment of a cultural social infrastructure • build capacity throughout the sector and expand the tourism offer • facilitate the drafting of innovative, partnership bids for external funding • promote cultural festivals in the district, creating opportunities for everyone.
Innovator role	<p>All partners acting as innovators will:</p> <ul style="list-style-type: none"> • support digital activities that increase community engagement in culture • promote inter-generational engagement and digital inclusion • use social media and other marketing innovations to reach new audiences • Encourage creative use of enhancements in technology • Implement digital assistive technology to open up access to the arts.
Partner role	<p>A proactive cultural partner will:</p> <ul style="list-style-type: none"> • embed culture and the creative economy firmly within the various tiers of civic planning in the district • encourage closer working relationships between the private, public and community sectors • work with external agencies such as Hertfordshire Association of Cultural Officers and Arts Council England to share information, good practice and lever in external funding • link cultural objectives to other agendas, for example, health and wellbeing, and economic growth.
Provider role	<p>In order to deliver the ambitions of this Strategy, each partner will strive to:</p> <ul style="list-style-type: none"> • set an example as a provider of arts and culture that are accessible to a wide variety of service users • identify and channel financial resources and people power into cultural activities • be a provider of support, offer grants, advice, guidance, internships and/or other opportunities to develop the local cultural infrastructure • explore opportunities for wider cultural engagement • target increased opportunities for participation in areas of relative deprivation and/or among those most affected by disadvantage.



The council's privileged community leadership role

East Herts Council is just one participant in the district's rich and varied cultural sector. It is recognised that the council has a privileged community leadership role and so in addition to roles to be played by all partners, the council will:

- provide inspiring leadership to help generate new ideas and conversations
- work jointly with all partners to identify cultural champions, from whichever organisation or background, to maximise opportunities
- promote funding opportunities facilitated by East Herts Council, for example, East Herts Lottery
- help promote cultural activities taking place within East Herts
- work closely with organisations from all communities to promote volunteering opportunities
- explore opportunities to use the wide range of cultural assets in East Herts to enable increased local delivery of cultural activities
- marshal efforts to ensure the actions make a real difference.



5. Delivery and measurement of success

This Strategy has been adopted by East Herts Council and is supported by the East Herts Cultural Peer Support Group.

Each year the partners who have come together to deliver this Strategy will devise and agree an action plan for the coming year with clear goals, targets and named lead partners.

We will know the Strategy has been a success when:

- East Herts is recognised locally, regionally and farther afield as an ambitious and creative locality in the field of arts and culture and
- all East Herts residents are able to say they can access rich cultural experiences as part of their everyday lives.

The efforts and actions of all stakeholders, working together in support of our shared ambitions, are absolutely vital to the success of this Strategy so we will:

- gather and make use of evidence developed through partners' case studies and research
- together foster the continued support and engagement of stakeholders in the public, private and community sectors as key advocates for the cultural and creative industries
- clearly communicate our impact in delivering outcomes for our residents
- use our collective voice to influence decision-makers whoever and wherever they may be.
- identify cultural assets across East Herts that can enable the delivery of cultural activities closer to home
- work in partnership to secure funding to support delivery of cultural activities in East Herts.



**Contact: Community Wellbeing Programme Officer at
EHC.YearofCulture@eastherts.gov.uk**

F FROG-MORE HILL

SG-14 3RR

ADULT
NESTOCK
ALL PROFITS
TO CHARITY
A WORLD
OF MUSIC &
ARTS

SLAVES

SLAVES 2019



THE FRATELLIS 2018

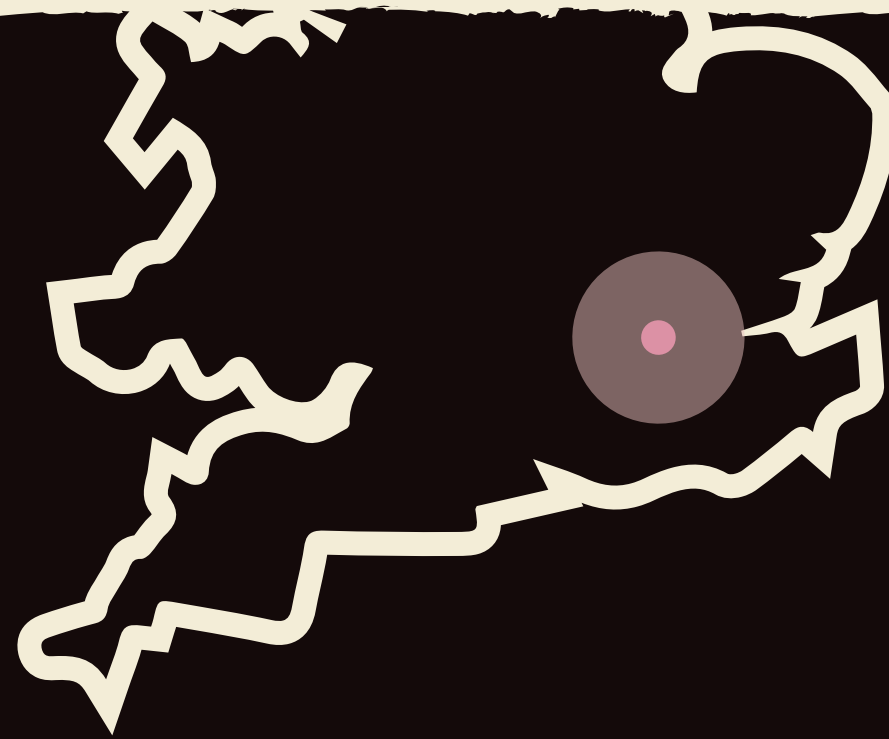
STATS

AV. FESTIVAL
ATTENDANCE

6,000

ORGANIC
REACH OF

16,000+



HIGHEST CONCENTRATION
OF FANS LOCATED IN:

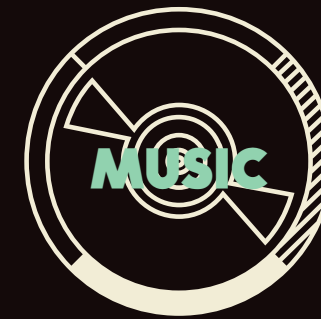
- 1 HERTFORDSHIRE
- 2 LONDON

90% OF ATTENDEES
LIVE WITHIN A 50 MILE
RADIUS:

75%

HAVE BEEN BEFORE OR HAD
IT RECOMMENDED BY A
FRIEND

STRONG PASSIONATE
DEMOGRAPHIC FOR



AVERAGE SPEND

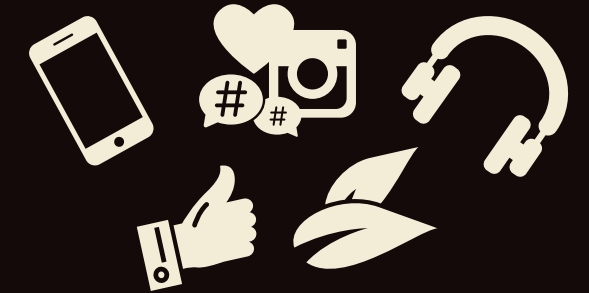
£45

PER PERSON PER DAY

18-50

DEMOGRAPHIC

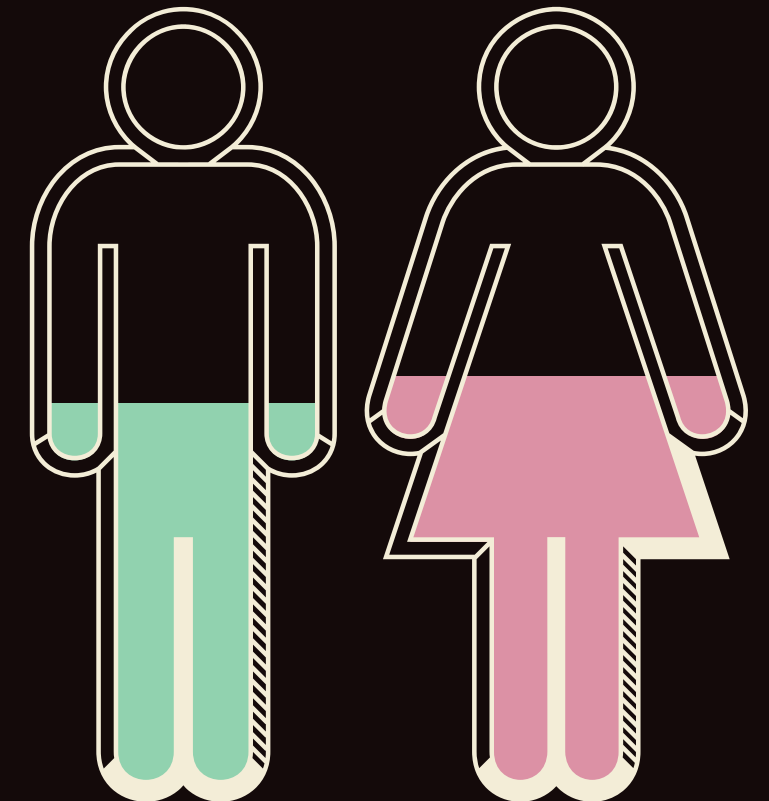
EARLY ADOPTERS
WHO ARE RECEPTIVE
TO NEW EXPERIENCES



FESTIVAL ATTENDEES:

MALE
48%

FEMALE
52%



ABOUT

Praise for Wilkestock:

“...Bloody good time... 100% profits from Wilkestock Festival go to Bloodwise Leukaemia Research. So it’s all for a very good cause”- RockSound

“A Hugely electric lineup” – Kerrang!

“Wilkestock is one of the best annual events in the small festival scene” – Summer Festival Guide

Now in its 13th year, the festival started with just 30 people in a field and a stage made out of milk crates. Since then the festival has snowballed massively, through huge generosity of many people’s time and skills.

Since 2007 bands including Slaves, We Are Scientists, The Fratellis, Tom Grennan, Mallory Knox, The Hunna, Mystery Jets, Sea Girls, Razorlight, Vant, Cabbage, Carl Barat & The Jackals, Friction, Beans on Toast and The Sherlocks have all graced the stage.

2019 saw the festival consist of 6 stages including The Main Stage, Bella’s Stage, Rise of Bam stage, Bramble’s Stage, Rock Up And Rinse Stage, Berry’s Wood stage and the Secret Stage as well as a silent disco and kidz stage.

Wilkestock has onsite camping as well as day tickets for those who want to come and see what all the fuss is about.

We remain loyal to donating all profits to Bloodwise and KMRT.

CHARITIES

BLOODWISE...

The UK’s blood research cancer chairty. Blood cancer is the fifth most common cancer in the UK. And while huge progress has been made in improving treatment since Bloodwise started in 1960, it is still the third biggest cause of UK cancer deaths – taking more lives each year than breast or prostate cancer. Even for those who survive, the long-term effects of treatment can be devastating.

KESWICK MOUNTAIN RESCUE...

Comprises of up to 50 volunteers who live in and around Keswick. As well as being on call in all weather, 24 hours a day and 365 days a year, there is a significant amount of on-going training in advanced first aid, mountain and water rescue. This can only be achieved through the dedication of its volunteers and the generosity of their employers.

THE NICK ALEXANDER TRUST...

Is a UK registered charity that awards grants for musical instruments and equipment to community groups and small charities across the UK, particularly those representing the most disadvantaged and marginalised sectors of society, be that through poverty, physical or mental illness, disability, ethnicity or age.

The trust was established in memory of Nick Alexander who was killed in the terror attack at the Bataclan Theatre in Paris in November 2015, where he was working selling merchandise for Eagles of Death Metal.

FROG-MORE HILL IS GREEN

‘We are planting the way for the more considerate eco-friendly festival!’ - Tom Wilkes

More Festival Less footprint

- Not a green field site with much of the carbon already locked up on-site
- Most of the infrastructure is on site all year round including bars, staging, perimeter fencing, water, electricity, site offices, trackways, CCTV, stretch tents and box office.
- We have used recycled materials over the past 12 years to produce the infrastructure and quirkiness of this one-off festival site.

Permanent site features

MAIN BAR

- Made from local fallen trees, reclaimed roofs and waste cuts of tin
- Bar front, rear, tops, walls are all made from either reclaimed plywood or off cuts from the local sawmill situated in Ayot St Lawrence a short drive away
- All coolers / t-bars / fridges / post mix / piping / ice machines / glass washer / sinks are recycled items donated which would otherwise be in landfill

ADDITIONAL SITE BARS

- All made from recycled pallets and reclaimed plywood
- All coolers / t-bars / fridges / post mix / piping / ice machines / glass washer / sinks are recycled items donated which would otherwise be in landfill
- Roofs are erected during the event week from Stretch Tents which are stored onsite

STAGE AREAS

- All staging of the 6 stages onsite (except the main stage) is either erected year-round or erected during the event build week
- All staging used is reclaimed from an old university student's union

STAGE AREAS CONTINUED

- Stretch Tents provide the roofing for these areas, these are erected during the build and are all situated and stored throughout the year onsite
- All stage areas have a straw wall or perimeter to insulate against noise. Straw provided for these is erected year-round on site and has come to site from fields just a few 100m's from the site
- Stage décor or DJ booths are built from reclaimed wood found onsite or from the local waste of the saw-mill
- Pit barriers and crowd barriers are stored onsite year-round and are all reclaimed from various student unions or local builder donations

OFFICES

- Site offices for the event is a reclaimed and adapted toilet block that was originally produced for the old Wembley stadium events
- Site office stored onsite year-round
- Box office one is a up cycled garden shed with adaptations of a tin roof made from off cuts
- Box office 2 is made from saw-mill off cuts and also a tin roof both of these offices stay in place on site year-round

TRACKWAY

- Trackway into the site core is provided by a hardcore 'gravel' base
- Gravel for the trackway comes from a local gravel pit around 6-800m from site
- Entrances and exits for attendees is also provided by gravel from the local pit

FEATURES AND DECOR

- Entrance archways into the festival site / camping area and catering areas are provided by re-used potato crates. These are onsite year-round
- Sofas provided great seating for punters across the site, these are all provided by local patrons who deliver these on a regular basis for re-use instead of sending them to the dump. These are stored onsite year-round
- Pallets / cable reels / off cut sawmill wood all provide the many features / benches / and tables across the site. Second hand screws are also donated and collected by local builder throughout the year to help with the build week
- A speed boat and old helicopter are just some of the features onsite that have been up cycled and donated by local farmers. These being kept onsite for over 10 years and used on a yearly basis
- Crazy Golf features in our kids area which is a up cycled feature brought onto site some 5 years ago for a friend's wedding that was then donated to the event
- Material used to make bunting and other stage décor and scrim has all been brought from our local charity warehouse in the local town of Welwyn Garden City
- Props and décor for each year's themed festival is all donated 'waste' by local builders or obtained from the reclaim builders depot

FROGMORE HILL IS GREEN

POWER

- Within the festival curtilage we have solar panels giving back to the national grid
- Hard 'eco' power is given across the site for build and break
- A combination of Hybrid generators and battery packs provide site power for the festival drastically reducing diesel consumption

DURING THE FESTIVAL

SINGLE USE PLASTIC

- Single use plastic has been **BANNED** from site for a number of years at Wilkestock
- We use only re-useable cups at the bar's
- Any returned cups being washed, stored onsite and reused the following year
- No traders are allowed on site with single use plastic
- Water points are setup around the festival to provide refill in any container
- Bamboo bar tokens, if they do get dropped they biodegrade!
- PET recycled plastic wristbands

DELIVERIES

- Site deliveries are kept to a minimum with the sound and light coming to site using a local business within just 10miles of the site
- Generators and lighting towers also being local to the site massively reduce the carbon footprint from delivery
- Festival bar stock is all delivered in one fail swoop and again collected after the festival in one collection
- We endeavour to off-set all our deliveries no matter how big or small using the Energy revolution Charity - <https://www.energy-revolution.org.uk/>

CAMPSITE

- We will be offering one of Britain's first cardboard shower proof tents! All campers wishing to stay onsite will have the chance to purchase these through the website
- Any tents or camping equipment left onsite is collected by local charity
- Recycling points are setup throughout the campsite where any waste can be separated and recycled with our waste & recycling company Hunsdons

TRADERS

- All traders onsite will be inspected by ourselves the festival and will only be allowed a pitch once our criteria has been met. This includes –
- Sustainable sourced food / Locally sourced Fairtrade ingredients / reusable or composting food packaging / zero single use plastic / travel to the site from less than a 50mile radius / compost all food waste / use a minimal amount of power / use gas burners where possible.

TRAVEL TO SITE

- All electric vehicles will have free parking, free charging and prime parking bay
- All ticket purchasers will donate to Event Revolution a charity setup to offset carbon emissions used by travel to the festival site.
- Our signs are either made from reclaimed wood or recycled correx boards. These are all stored and used year on year

AFTER THE FESTIVAL

- Many of the site décor, building wood even down to the screws is stored and used the following year in one way or another
- The waste is all separated by our long standing waste and recycling company Hunsdons, with a company motto 'Recycling your waste is the only way forward' we are happy to continue working with this company in recycling our waste
- The site office and box office remains in place and often used to store items such as our signage
- Plastic tape used for marking off areas is either sent for recycling or rolled up for use the following year
- Collections all logged with mileage / type of vehicle / fuel and added to our carbon offset plan. As a festival we then endeavour to equalise the carbon footprint through <https://www.energy-revolution.org.uk/>

PRESS

DIY GLAMOUR *KERRANG!* FESTIVAL **ROCK** SOUND

And to name a few...

BBC NEWS - THE COMET - WELWYN AND HATFIELD TIMES - HERTS MERCURY - POPPED MUSIC -
THIS FEELING - SUMMER FESTIVAL GUIDE - ESCAPISM - MUSIC NEWS - INDIE UNDERGROUND -
INDIE CENTRAL - THE NEW COLLECTIONS - UK FESTIVAL GUIDE - PASTE MAGAZINE - PUNKTASTIC
- FESTIVAL FOR YOU - GIG SLUTZ - MY GLOBAL MIND - ROCKSHOT MAGAZINE - CLOSER MAGAZINE
- LOUDER THAN WAR - SQUIBB VICIOUS - LET'S SHOUT ABOUT IT -



TOM WILKES
Founder, Wilkestock

BBC LOOK EAST

bbc.co.uk

PRESS

47. [Olly and Tom Wilkes](#)



Wilkestock Festival was set up by Tom and Olly Wilkes - Credit: Archant

Olly and Tom Wilkes started their own festival to honour the memory of their brother Matthew who sadly died. In 2006 they founded Wilkestock on family land between Watton-at-Stone and Walkern - the festival is still taking place every year.

Comet reporters



Published: 12:45 PM May 19, 2021 Updated: 9:08 AM May 20, 2021



To mark the 50th anniversary of the Comet, we take a look at some of the wonderful characters who have shaped our communities - Credit: Archant

To mark the Comet's 50th year, we're recognising some of the many people who have shaped our communities over the last five decades and beyond.

A 1971 article in the Comet launched a campaign calling on its readers to recognise all the positives, and have pride in our towns. Here are 50 reasons why we should continue to have pride in 2021

NOMINATIONS



Over the years, the Wilkestock site (Forgmore Hill) has been host to a number of events, including Wilkestock, that have been in tiouching distance of some very stand out awards in the live events industry:

WILKESTOCK CHARITY MUSIC FESTIVAL

- Nominated for Best Grassroots Festival - 2015 / 2016 / 2017
- Nominated for Best Small Festival - 2017 / 2018
- Reached final 3 for Best Small Festival at the UK Live Awards in London 2019

HOGSOZZLE:

- Nominated for Best GrassRoots Festival – 2016 / 2017 / 2018
- Shortlisted as Best Small Festival – 2018
- Nominated Best Small Festival – 2019

BACK OF BEYOND:

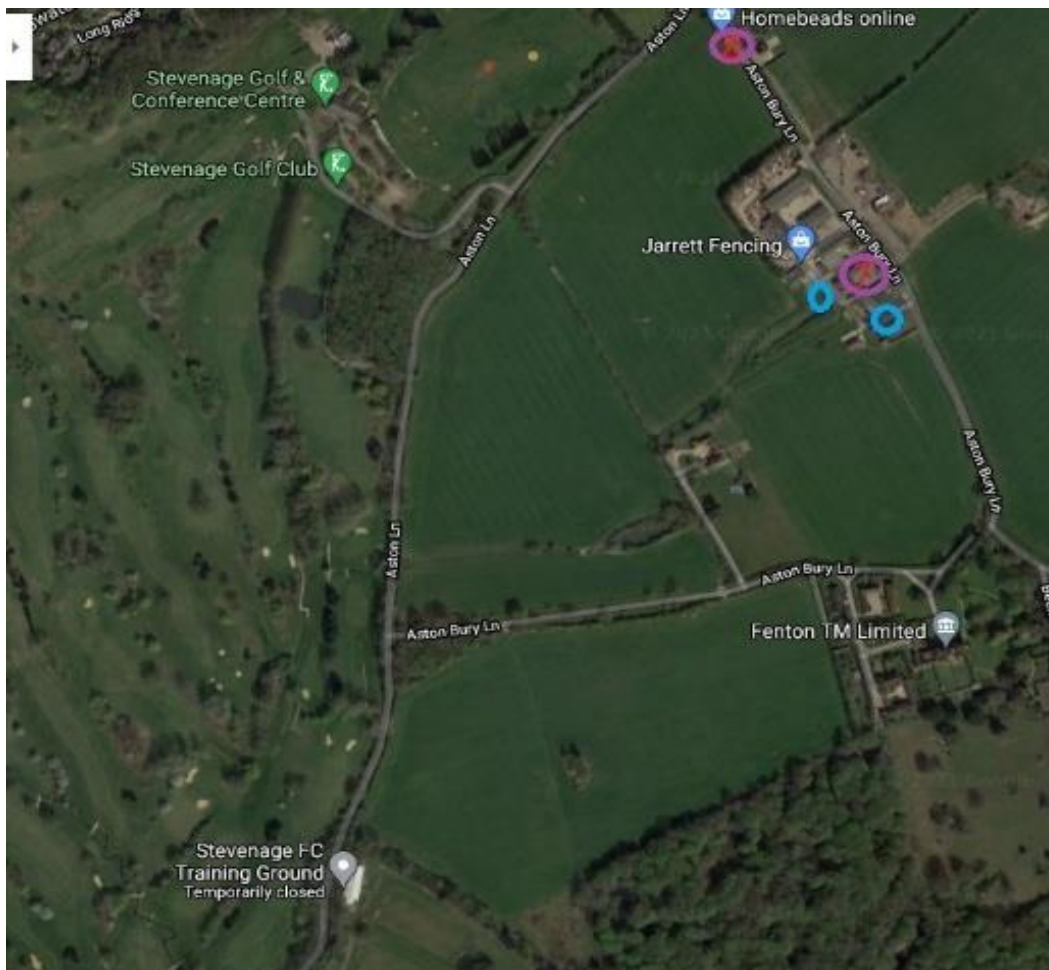
- Nominated for Best New Festival 2018
- Nominated for Best Dance Festival 2019

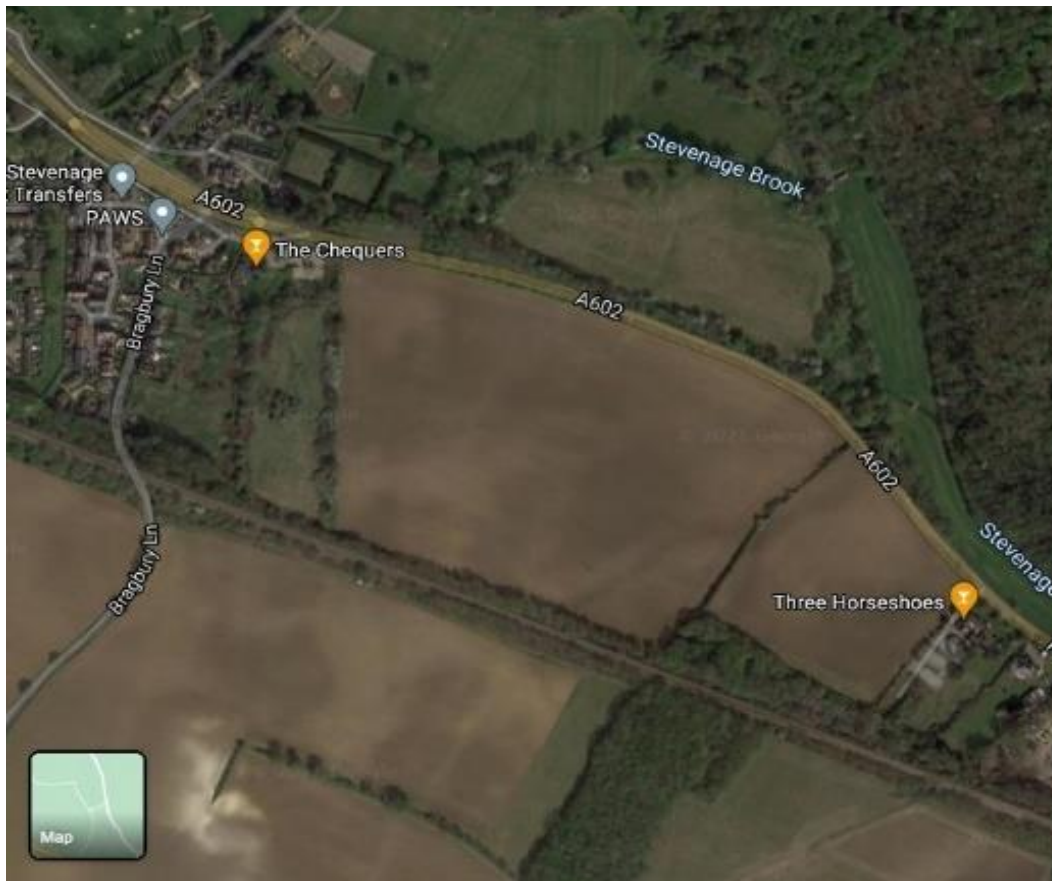
2019 HIGHLIGHTS



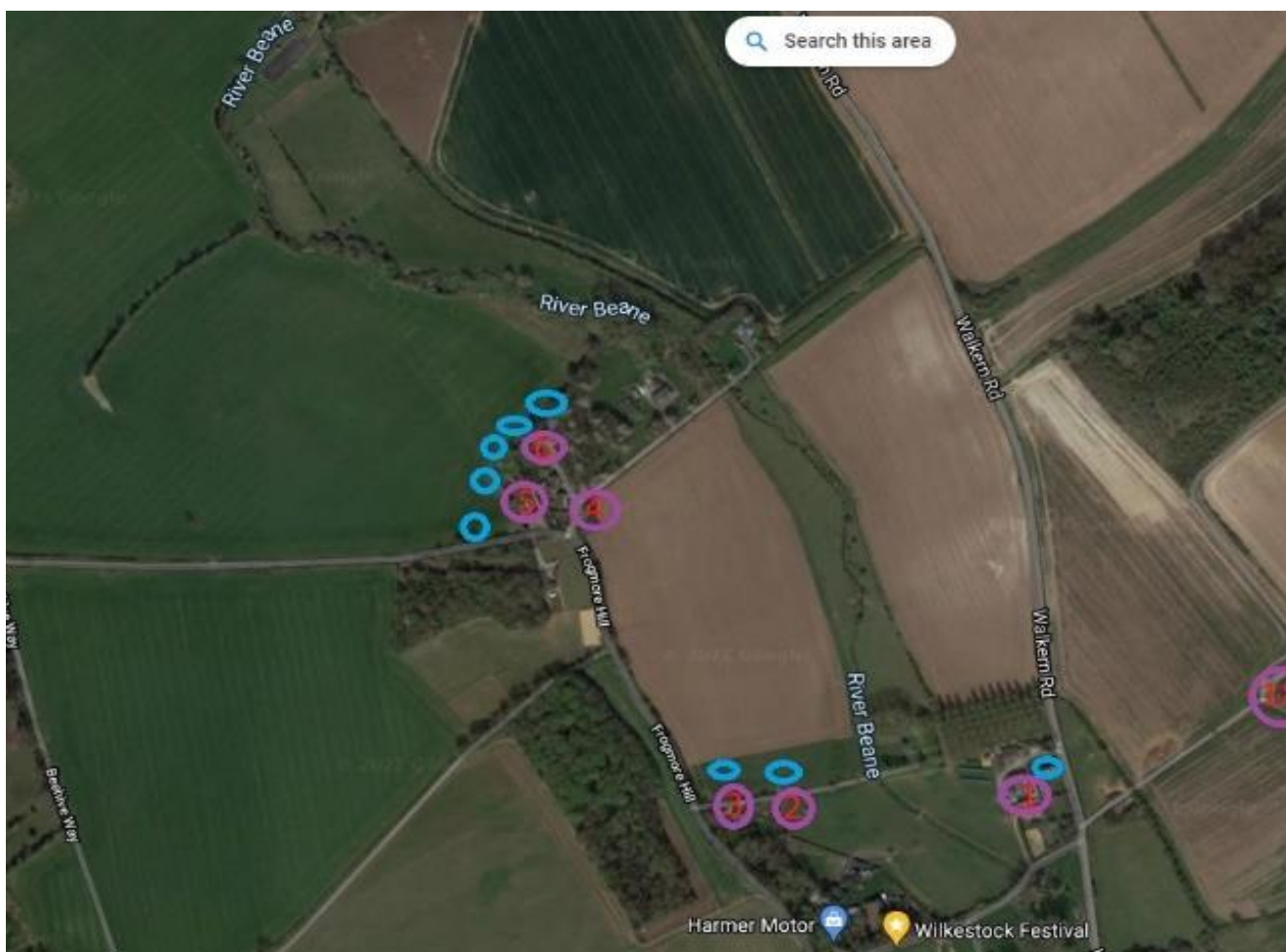
Residents Log of meetings 2021

Date	Who
14th April (after lockdown)	
19th April	
19th April	
19th April	
19th April	
19th April	
20-22nd April	
20th April	
20th April	
23rd April	
28th April	
28th April	
28th April	
31st April	
5th May	
7th May	
11th May	
12th May	
12th May	





Comments
Generally good, enforce one way more. Keep the stewards on the entrance
Good / no issues traffic well managed and able to get to their house easily
Good / no issues
Good / no issues
Good / no issues
Good / no issues
No contact except from one resident, who was then visited
Good / no issues / been before
Good / no issues / can hear from time to time
Issues with traffic and noise
issues traffic / some noise
Good no issues with traffic or people walking, Knebworth heard more
Good no issues, some occasional noise on the wind. No additional litter, traffic or people walking up the road
Good / No issues
Good / no issues traffic well managed
Good / No issues, no added traffic, litter or people walking along high elms lane
Good / no issues
More signage on the roads





Number on Map		
Length	Who spoke	
90mins		4.5.6
		11
		9
		10
		2
		3
		All BLUE CIRCLES on the map
		1
		15
		13
		14
		7
		16
		12
		8
		17
		18
		4.5

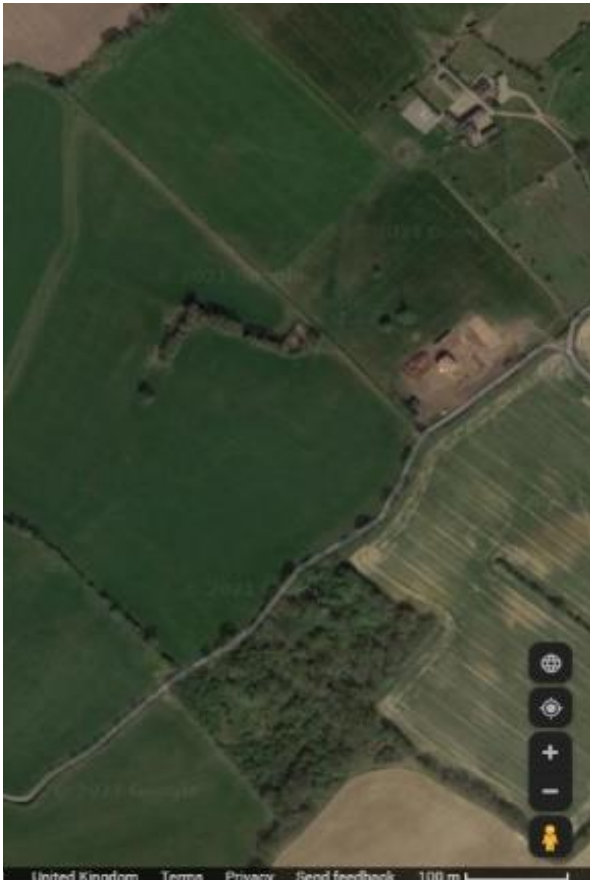




History we have been made aware of

Some issues in the past, rectified
none
none
none
none
none
none
none
Text messgae recieved during an event
none
none
none
none
none





IN THE MATTER OF A REVIEW APPLICATION

STATEMENT OF RICHARD BOTT

1. My name is _____ and _____ in the village of Benington. I am the Chairman of Benington Parish Council and I also farm _____ which borders on the site of the Wilkestock music festival.
2. The festival causes very little disturbance to the quiet enjoyment of my house and farm, even though I am adjacent to the site. Over the years there has been a degree of interaction between myself and the organisers. I have always found them helpful and responsive.
3. Benington parish has 721 registered voters and circa 500 households. To date, Benington Parish Council have not received any complaints about the Wilkestock Festival.
4. It is my opinion that the enjoyment of the festival goesers and the money raised for charity considerably outweigh the minimal disturbance caused in Benington Parish.

Statement of Truth

I believe that the facts stated in this witness statement are true to the best of my knowledge and belief.

Signed _____

Dated _____

27/5/21

IN THE MATTER OF A REVIEW APPLICATION

STATEMENT OF STEVE BROWN

1. My name is _____ and I live at _____. I am _____ Chairman of Aston Parish Council. I make this statement in support of Tom Wilkes and his festivals and further to the Parish Council's letter of support.
2. Aston Parish Council is the nearest parish council to the site. The festival site is all within the parish of Aston. There are 900 residents in the parish. The village of Aston has roughly 300 houses
3. In the 15 years since the festivals have been running, the Parish Council have not received one complaint from any resident.
4. My view, and that of my fellow parish councillors, is that the festivals are a good thing for the village.
5. Many of the villagers are involved in the Wilkestock festival. They provide support on an entirely voluntary basis. They help with the construction and the dismantling of the various stages and structures; they man the ticket booth; and they help in the clearing up of the site once the festival is over. Residents of the village also help with the careful management of visiting cars/vans through a one-way system and managed parking.
6. I, myself, am just such a volunteer. More particularly, I am involved with the Wilkestock festival where I often man the ticket booth. My involvement goes further than this though. I also attend the festival itself which I find very enjoyable. I like the mix of people who attend the festival who span a variety of ages, including

children and families through to people in their 70's or older . I do not feel out of place there. I chat to people and I listen to the different bands. The festival provides a wide variety of music, from the more established well known bands, to the young bands and artists who are just starting out.

7. I have also assisted in litter picks, together with other residents, making sure that the site and surrounding areas are cleared of litter after the festival.
8. I have always been greatly impressed by the way that the festivals are run. I have regularly helped on the gates where I have worked with the security and seen first hand the searches of bags take place. The systems work extremely smoothly. People are good natured and cooperative. The Parish Council also acknowledge the role of the police and believe the event is fully conformant. In all these years, I have never witnessed anything which has given me cause for concern.
9. My house is just to the North and less than 1 mile from the site. Tom Wilkes has spent a great deal of time and money ensuring that the direction of the sound is carefully controlled. In my garden and the rest of Aston we hear more noise from the concerts held at Knebworth House than Wilkestock, and I am not troubled in the least by sound escape from the site which I would describe as negligible.
10. The views I express are not mine alone, I have shown this statement to my fellow Parish Councillors, and they are in agreement with its contents.

Statement of Truth

I believe that the facts stated in this witness statement are true to the best of my knowledge and belief.

Dated the 26th day of May 2021

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DOCUMENT ID	45665726f2a40f4a674f938038636ab662238f76
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
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IP:

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IN THE MATTER OF A REVIEW APPLICATION

STATEMENT OF TOM WILKES

1. My name is Tom Wilkes and I am the director of Wilkestock Festivals Limited. I am also the holder of the premises licence 20/0419/PLMV for the land at 4 Acre Field, Waterbridge, Frogmore Hill, Watton at Stone and work with a number of colleagues to deliver events at the site. These events have comprised what are known as “Wilkestock”, “Hogsozzle”, “Dog & Whistle” and “Back of Beyond”. I started hosting these events twelve years ago. They have gradually increased in popularity, and my belief is that, whilst there were undoubtedly teething problems in the earlier days, we have learned from these and adapted and improved our management of these events accordingly.
2. I am a local man, and this is our family home for 40 years. My father owns the land on which the festivals take place. I also use land lent to us by a local farmer.
3. The site itself is about 10 minutes drive from Stevenage railway station and 5 minutes drive to Watton at Stone. It comprises a field and infrastructure that is used annually for events.
4. My colleagues and consultants include (Event Manager),
(event promotor), (Health and Safety), (Security
Manger), (Sound Control), (Traffic Management),
(First Aid), (Health & Safety, Crowd management),
(First aid) and (a former police inspector of 30 years)
5. The Wilkestock event in particular is a charity event in aid of Keswick Mountain Rescue and Blood Cancers charities. The reason that I support these charities is because of the work they do that has a personal meaning for both me and my family. My brother tragically died during a climbing accident and my uncle passed away from

cancer. The thrust of the events is focussed on supporting these charities in the work that they do. Over the years we have raised in excess of £100,000 for various charities. During lockdown Wilkestock volunteers also arranged live music at 12 local council care homes and raised enough money to supply 8 tablets for contacting loved ones.

6. I have read the review papers provided by the police and am disappointed that we are in the position of having a review, as the suggested lack of confidence has never been minuted in any de-brief or Safety Advisory Group meeting. We work very hard to provide a safe and effective series of events that uphold and promote the licensing objectives. We are acutely aware of the importance of working with the statutory authorities. Our efforts have been acknowledged through emails from the statutory authorities that we have seen and nominations for awards that we have received.
7. Part of our approach with the responsible authorities is evidenced through the Event Management Plans that have been provided for events. We have provided these to various key authorities, in part through the Safety Advisory Group, so that our plans can be considered. Although there may have been minor inconsistencies because of the way that the documentation is produced, these did not have any significant impact on the delivery of the events and did not impact on the licensing objectives. We have noticed that each time an EMP is submitted, there appears to be new issues raised which had not been mentioned before. As an example, we were asked by the police during the SAG on 25 May 2021 for information regarding fairground rides that were being planned for a forthcoming event.
8. We have not raised any issue ourselves about this. Instead, we have tried to work carefully to address the new points that are raised. Part of the difficulty that we have found with providing information is the complicated licence requirements that specify a variety of different deadlines and requirements. We have been in discussion with the licensing officer concerning this and there seems to be a consensus that the licence is in need of 'cleaning up', so I welcome the opportunity of the licence review in order to do this, despite the changes that were made in 2018.
9. I hope that the efforts that we have made and the success of the festivals, with very few complaints or incidents, is sufficient to demonstrate that we regard the promotion

of the licensing objectives as important and will do everything that is reasonably within our power to ensure that these objectives are upheld.

10. There have been a number of changes to the licence over the years and this has included an increase in the numbers. In 2019, it is suggested that the number of attendees that camped were in excess of the permitted number. The reality was that the additional 100 persons camping were not ticket holders, but rather performers and were therefore not part of the calculation.
11. Further amendments were taken through the minor variation process, at the recommendation of the Licensing Authority. I was pleased that these were granted and that the Council considered that it was appropriate to grant the changes and that in doing so there would be no impact on the licensing objectives.
12. Following the event in July 2018, I was provided with a copy of the body-worn video that the police officer on duty at the gate recorded from around 1am which was described as 'chaos'. Having listened to and watched the video and had it reviewed by our legal team with the following comments, it is notable that the officer reports at 01:09:20 that things are 'just about in hand at the moment'. He remains calm and there is no apparent sense of anxiety.
13. It seems that that he is, however, frustrated with the person/s that he is talking to on the telephone/radio at that point. He seems to feel that two officers are not enough and tries to get support for what he anticipates might happen when the event closes. The officer spends most of the time on the video talking on his telephone or radio, rather than needing to actually become involved in any interaction with those attending the event or collecting from it.
14. The video shows a steady stream of vehicles coming into the site and no incidents. Marshalls direct the traffic and there is no intervention by the officer in what they are doing or any suggestions that they should be doing anything differently.
15. At 01:16:25 the police officer suggests that the stewards cannot manage and it is 'him and his colleague against 1,000 people'. This is not entirely correct as the video shows marshals dealing with the traffic and patrons and no problems arising. Security staff were also on site and could be called upon if needed. I anticipate that his concern was more to do with what might possibly have happened if everyone left

at the same time, particularly as the officer is not seen to be interacting with the team on site except when they approach him.

16. At 01:16:50, a steward/marshal reports to the officer that a group were using nitrous oxide gas. His reply is that "I don't care. If they are over there and enjoying themselves then they are not over here fighting". I do not understand the reference to fighting, as there were no fights going on and the festival is not known for this type of behaviour. If there was, then we would act decisively and effectively with it. The officer remains relaxed and then answers a question from a member of the public about booking a taxi.
17. At 01:19:36, he speaks to another more senior officer and says that he is not 'making a mountain out of a molehill, this has the potential to go wrong'. By saying this, he seems to be agreeing again that everything is under control but is concerned about what might happen.
18. At 01:22:00 he says that "At the moment, it is about manageable but there are 700 or 800 people in there. When they come out in a minute it is going to be horrendous". He then complains to his colleague about the difficulty in getting officers. There is nothing on the footage that shows him approaching any of the stewards or attempting to contact me about his concerns. This is unfortunate but I do understand that he was focussed on trying to see if additional officers could attend the event.
19. I was aware that there were nevertheless difficulties that arose in July 2018 because of the security firm that was engaged and the lack of service that they provided. I freely accept that we were badly let down by the then security company who did not manage the event as well as we would have expected. Since then, we have made alternative arrangements and the event in 2019 demonstrated that these were successful. The firm used for the Back of Beyond Event have never been used again, as they were seen to be the cause of the problem. We also improved matters such as lighting at the exits and the mechanism for dispersal, listening to the advice that we had been given with the benefit of hindsight. Given that we had been running the event for many years before, there was no indication to either us or the Police that these issues were going to arise and we could therefore not plan for them. I am sure that if either of us had been aware, then additional resources would have been planned in advance.

20. As a consequence of this event, we reevaluated our position, but I do not recall agreeing that single-day events would not occur in the future. It is in my opinion entirely possible to organise a successful one day event and this was demonstrated in 2017 when we had over 2500 people leave the festival site at the same time after a popular Razorlight performance. Patrons left the site with minimal issues and good traffic flow. Even though the dispersal worked well, we have improved our traffic management even further with the current Traffic Management Plan.
21. A debrief was held after the 2018 event and I attach as TW1 the notes of the police feedback, which was provided by them. We were grateful for this advice and have acted upon it.
22. It was agreed and clear throughout the debrief meeting that the main issue was security not being adequate. It was also the hottest day of the year and there was a major accident on the A602, which resulted in the closing of the road in both directions. This resulted in many attendees being dropped off away from the site. The Three Horseshoes Pub was as close as it was possible to get to the site for some time. This led to many people after the event trying to get back to the point where they had been dropped off. For subsequent events, we dealt with the issue and are not aware of any problems that then arose as a consequence. In effect, this was a matter that was resolved.
23. We also put in place a TTRO following this event. It was in place for Wilkestock 2018 and for three other subsequent events. It works well and greatly assists us in managing the flow of vehicular traffic to and from the events.
24. Following the Back of Beyond Event in July 2019 I received a copy of two emails from Hertfordshire Police that confirmed no calls were received by them and that PC [redacted], who attended the event for around 6hrs on both Friday and Saturday, was impressed with the security arrangements and found "no major issues at all". I have attached these emails as TW2. In response to the email, I contacted the police and arranged the debrief as requested. Otherwise the police have not been requested by any authority to be present at the events in the past 12 years
25. On 19th April 2021, I attended a meeting of the Safety Advisory Group ("SAG") to discuss the proposals for this year's Dog and Whistle event, due to be held in July. I

regard these meetings as invaluable. I know the importance of taking advice from the statutory bodies, which compliments the advice that I have already obtained from my professional advisors and consultants. For this reason I was happy to attend and set out the current state of planning for this year's event, as I have done in the past. The intention at this SAG was not to present the final version of plans, as these will always change in the last few months before an event, but rather to set out the direction that we were heading. It is at this time helpful to receive the advice of a SAG whilst the plans are being developed.

26. A copy of the minutes of that meeting are attached as TW3. I agree with the contents of those minutes, although on the question of camping, we sought advice as to whether the police would prefer to have camping on site or not. I am aware that the police would like to see camping provided so as enable departure from the site to be staggered over a period of time. It was apparent that the police officers needed to discuss this amongst themselves as there was a slight divergence of views and it was agreed that they would respond to me once they had done so. Up until 25th May, we did not receive any response and we therefore decided that if the Police were content either way in relation to camping, we would not proceed with plans to provide it.
27. One of the past issues that has caused concern is the possibility of those attending events walking along unlit roads once the event closes. Whilst the issue was indeed raised in 2012 with the licence application, this was addressed and there has not been a real issue in the subsequent six years. Significant discussions have been held regarding safe access and egress, which has been shown to be effective. In all of this, we are grateful for the advice that has been offered to us.
28. We have bolstered arrangements for this year and re-emphasised that festival-goers should use the transport providers that are available, or the shuttle bus that we provide. Whilst we cannot stop people from walking along the road if they want to, we are implementing measures to discourage this. These measures start well before the event, with posts on our social media pages that explain how to get to and from the festival. The messages are reinforced during the event and when people leave. As a result, the numbers of people walking the road are likely to be very low indeed and limited to those that live along the lane or very nearby. Because of the traffic management plans that we have and the routes that traffic will follow, the risk to

walkers is minimal. The revised traffic management plan which has been agreed with the police and highways will allow for a better flow of vehicles and should more than adequately accommodate the numbers of attendees that we anticipate.

29. I produce as the current Traffic Management Plan and Event Management Plan. In so far as the pedestrian route on Frogmore Hill is concerned, the TTRO closes this road so that only residents and emergency vehicles will pass along in either direction. We will have a marshal at the festival end of the road, and one at the bottom. They will be in radio communication as are all members of our festival security. All members of staff and security will heavily advise on getting into a taxi or using the shuttle buses, the pedestrian route is only as a last resort for any pedestrian insisting to walk from the site. During the 2019 events these numbers were generally very low. Taxis, cars and the shuttlebus (which operates on regular time slots) now have a clearly defined route into and out of the site. The TTRO also restricts certain key roads as 'one way' only, and is a great improvement on the position as it was three years ago in 2018.
30. There are also now clear routes into and out from the car park.
31. The matter of the traffic management plan was raised in an email from the police in 2019, which is attached as TW4. The email states that the traffic management plan used has occurred without incident and there are no further comments.
32. A further email trail is attached as TW5 which gives details of some of the discussions that have taken place.
33. In relation to all of the other issues raised by the SAG, these were matters that were already being given consideration and final plans will be drawn up soon. I am grateful for the time that the SAG gave to considering the proposals that we had. I look forward to meeting the various authorities on site before the July event. We now have a new fire officer who has now been to site and has no major concerns. We had a very good relationship with the previous officer and hope that this will continue.
34. As part of our interaction with the fire service in the past, we have used straw (not hay) bales to provide sound attenuation and ensure that they were sufficiently fire resistant and structurally stable. A report was produced on these aspects in 2017

and were considered to be satisfactory. Fire resistance is checked annually and there have been no other changes that might give rise to concern.

35. As part of the initiatives we have continued to use this year to communicate and liaise with the local community, we have engaged with the parish council and also hand-delivered a letter to all local residents that we are aware of. It would therefore be wrong to say that we have not engaged with the local community and the letter-drop has been used for a number of years. The letter contains contact details throughout the events that we have planned and invited residents to come to a meeting at the site on 23rd April 2021 where we could explain the proposals in more detail and listen to any concerns. No-one attended this meeting. As a result, there was only one written reply and I am trying to work with the person who replied to deal with their concerns. I have also spoken personally to around 15 people who live in the immediate vicinity, none of whom appear to object to the events that are organised and most of who are very supportive. In particular, one resident said that in the last 12 years, they have never had any issues with the events. Two residents who have been in the area for over 30 years again said that there were no significant issues. One person, who lives immediately behind the stage area, said that they had no concerns at all. A final person said that they were aware that sometimes people walk along Walkern Road, but these are people who live locally. Although the sound from music could be heard on occasions, this was only occasional and did not cause any issue. I have added a map of residents visited.
36. A further offer to attend a meeting with some residents in July is intended, so that residents can have a further opportunity to comment and discuss with us.
37. A further SAG meeting was held on 25th May, where representatives of the police, fire and ambulance authorities, along with environmental health and community safety and highways authority. Having considered the latest version of the Event Management Plan that was provided, the ambulance service advised that if we were providing transit facilities then they were content with our proposals. Likewise, highways and the fire authority were content. The environmental health service said that they were happy with the proposals and although there had been “sporadic complaints”, there was “nothing significant” and they were content with the event to take place using the plans used before (although improved and bolstered under our own guidance), knowing that sound from the event would be monitored. In relation to

some of the additional security arrangements that we put forward, the police described these as “perfect”. There were questions about whether some of the positions marked on our deployment plan were allocated to stewards or staff with a Security Industry Authority authorisation and we agreed to mark the plan accordingly. There was no concern mentioned about our deployment.

38. We were asked about our policy on admission and Challenge 25. It was explained that there was a wristband scheme in operation and that anyone who was exceptionally given permission to re-enter would be checked and searched again. This was described by the police as “brilliant”. In relation to transport, we explained that our plans followed our previous experience that those attending the event would tend to leave from 10pm and that we were confident that the traffic management plan, which incorporated a shuttle bus to compliment private transport and taxi providers, would be able to cope with the numbers of visitors that we anticipate to attend. If necessary, we indicated that we would extend the shuttle bus service and security until all visitors had left the site.
39. Having explained this and dealt with the questions of pyrotechnics, amusement rides and capacities of structures, the police said that they did not have any other issues.
40. I have asked the Council to provide me with details of noise complaints that have been received in relation to the events held on the site and have been told the following over the last fifteen years;

Received	Details
13/07/2012	Noise levels from music festival increased after 8.30pm
27/05/2014	Noise from Wilkestock 25/5/14 22:00
31/05/2017	Call to report loud music from festival in Walkern went on until 3am.
08/07/2019	Loud music and vibrations all day and night over the weekend.
30/07/2019	Festivals Held at Waterbridge (Including Back of Beyond).
30/07/2019	Noise from the event.
02/09/2019	Noise held during day, evening and night-time.
02/09/2019	Music festival disturbance - noise, litter, parking.

41. On any view, and given the many thousands of people who have attended these events over the years, this is a very low level of complaints. I understand that the 2017 complaint was in fact due to another event at a different location. There were no complaints sent to us in 2018. Although there were a number of complaints in 2019, these in the main occurred after the event had taken place and I understand

that none of them have been shown to be substantiated. If we had been aware of the issue on the day in question, we could have investigated and taken action as appropriate. We have mechanisms in place to do this but also did undertake monitoring to ensure that levels were not too loud. Our noise procedures were thoroughly reviewed for the 2012 events and have been considered for each event that has occurred since then.

42. We have strict conditions on our licence which regulate the level of permitted noise at the events. Council officers have monitored these events over the years. As far as I am aware, it has never been suggested that we have exceeded these limits. As mentioned above, Environmental Health have commented that they have only received 'sporadic' complaints and that there has been 'nothing significant'.
43. We were only made aware of three of the 2019 complaints and assume that there was seen to be no reason to notify us of the others. We certainly have not been served with any enforcement notice and have a good working relationship with the Council in relation to noise control. At the recent SAG, no concerns were raised in relation to noise control and we explained that our previous plans would remain in force, with fixed monitoring positions that will record continuously throughout the event.
44. Having seen the representations that have been made on the application, I can see that there appears to be a striking similarity between the content and in some cases it is almost as if the comments have been cut-and-pasted between documents. I am surprised that if the issues raised are indeed valid, they have not been raised directly with us before.
45. Over recent years, we have spent in excess of £25,000 on acoustic barriers, professional advice has been gained with the site orientation very specific and improved on yearly. The effectiveness of the controls is shown by the fact that we have only every received three text messages and two telephone calls to the number that we have publicised for residents to call if there is a problem. As far as I am aware, all of these matters were resolved.
46. We have engaged with the 3 local parish councils and are aware that the matter of the events has not been raised in any parish council meeting. We have, however,

offered to attend parish council meetings so that any residents or parish councillors can raise any issues with us. I have attached correspondence that we have received from the parish councils to demonstrate their views.

47. Over the time that we have been operating, I am only aware of one relatively serious injury that occurred this was due to a person attempting to climb the security fence to gain entry to the festival without paying and there was one person who suffered a broken ankle at a Hogsozzle event.
48. In terms of police attendance, we have only ever had one arrest on site, which was due to a person attempting to sell drugs. This person was identified by our security and challenged, with the police being called. The July 2018 event did result in a number of people being ejected from the site because of a fire extinguisher that was discharged. This was quickly and effectively brought under control and the stage area continued some 30mins later
49. After the Wilkestock event in 2019, contacted the SAG to suggest a debrief, but this offer was not taken up. Over the last 12 years, we have only been invited to participate in one formal and one informal debrief.
50. Throughout the operation of the festivals, we have sought to work with the responsible authorities and to ensure that our charity events are run safely, without causing nuisance to the area and preventing both crime and disorder. We remain committed to these principles and ask that the Council looks carefully at the positive way that we have engaged and run events in the past, at the same time raising funds for a number of very important charities.
51. We have some 350 positive representations sent to the council in support of the festivals at Waterbridge. These include local businesses who benefit from the events, local residents who support and encourage the events, parish councillors who support and encourage the events, local residents who do not see the events a disturbance to the local road network or in regards to noise and residents that have worked with the us over the years to minimise any disturbance
52. I am aware that the Council has recently produced a Cultural Strategy, which I have attached. The events that I organise fall squarely within this strategy and in particular the introduction by the Executive Member for Wellbeing that the "Strategy seeks to

share the gifts of our arts, culture, heritage and our creative industries with established and new audiences alike". The strategy makes it clear that it aims to "promote cultural festivals in the district, creating opportunities for everyone". Many of the festivals at Waterbridge have attracted national recognition in the press and also been nominated for a range of national awards, details of which are enclosed with this statement.

53. I would like to make it clear that we try very hard to organise events that promote the licensing objectives and have co-operated with all of the responsible authorities during the time that we have operated. We are determined to continue this approach into the future.

Statement of Truth

I believe that the facts stated in this witness statement are true to the best of my knowledge and belief.

Signed _____

Dated 28 / 05 / 2021 _____

EXHIBIT TW1

Police Feedback from 2018

Meeting - 17/10/18.

Police Feedback

Back of Beyond 2018

1. Amnesty bins not clear marked
2. No ID checks at entrance - person on desk said he thought ID was checked when they brought tokens:
3. Last minute designation of Health and Safety Officer
4. Two way traffic not working
5. Inadequate signage
6. Dale not wearing high vis
7. People walking home in dark
8. 90 camped the rest left that night (2600 people in total)
9. Too dark in pickup area
10. People congregating in road way
11. No staff manning crossing
12. Not enough taxi's - people complaining
13. Cars not parked appropriately in car park - too close to exit
14. Lighting not sufficient in car park
15. Not enough stewards in car park
16. Seized drugs not bagged or recorded / some being put in amnesty bin by staff
17. Medical concerns for those ejected - not taken to medics. All those ejected who are injured or under influence should be referred to medics first
18. No record of ejections
19. Were incident reports completed?
20. Concern that those ejected were being let back in
21. Rumour re member of bar staff being found with drugs
22. Fire extinguishers in foot way in car park in dark
23. Police had to call resources to assist

Medical reports - medical company asked for feedback never came back to me

1. Working until 2am only, (winding down from midnight some staff left at 12)
2. 6 drug related presentations - Rolis Royce ecstasy
3. Spiking - then thought to be heat stroke
4. SIA taken to A&E with heat stroke
5. Medics stated the UV tent was open at 5pm (they had told them to shut it due to heat)
6. Police took a male to A&E at 0200hrs - due to MDMA reaction

For 2019 -
1500 camping
1000 day tickets

5th & 6th July 2019

EXHIBIT TW2

Emails from Police

>

To: ' '

Cc: '

Wed, 24 Jul 2019 at 11:54

Hi ,

No calls were logged to the Police. PC was impressed with the security firm and with you and both being on hand if questions needed asking. Therefore, a very successful event from policing view.

I will need to see your refusal log, number of spot checks conducted and information and whether Amnesty bins were utilised.

Let me know when you plan to have a debrief, please note I work on Wednesday, Thursday and Fridays.

Kind regards,

From:

Sent: 09 July 2019 14:29

To

Subject: RE: Back and Beyond Festival

Afternoon

I worked in the festivals control Friday and Saturday and from my point of view no major issues at all.

Impressed with the security firm and both and were on hand if I needed questions answering.

Issues over taxi prices in the evenings but from my side I didn't want or need to get involved.

EXHIBIT TW3
Minutes of Safety Advisory Group Meetings

Exhibit TW4 : Correspondence regarding Traffic Management

To:

Cc:

Thu, 8 Apr at 11:39

Hi

I'm happy with the attached V3 TMP.

I've just received a call from Tom who raised the possibility of using the closed "blue route" (Frogmore Hill) as a ped' route.

I suspect the road width is too narrow to enable a dedicated / barriered / segregated route? (my preferred option) so if this is used I suggest it would be prudent to include type 544.1

"Pedestrians in road ahead" sign(s) with appropriate distance sub plate from close to the jw the A602 to provide warning to 999 vehicles (& those with legitimate access) of the potential for peds in the road ahead.

There may also be merit in considering if some temp' lighting to illuminate the road and any ped's is justified?

I'm mindful of some problems we experienced at another venue, where some ped's used the blue route to access a supermarket for alcohol. I had reports of various intoxicated people weaving their way along the road, completely oblivious to traffic, as well as an unconscious person actually laying in the road.

Tom, If the blue route is to be used as a ped' route? Can you amend the TMP and presumably arrange for your security staff to be briefed so we try to avoid a repeat of the above issues at your venue?

Regards

, Traffic Management Officer, Cambridgeshire Constabulary HQ,
Hinchingbrooke Park, Huntingdon, Cambs,

From:

Sent:

To:

Subject: [WARNING: UNSCANNABLE EXTRACTION FAILED]Re: TTRO application
Frogmore Hill

Hi

Hope you had a good bank holiday, thanks for your time last week.

I have attached V3 of the TM which is very similar but with added signs (by @ Fenton TM) under guidance and suggestions from .

Please use to publish with the TRO

The only change on the application form i can see would be to add the dates a day longer as essentially if the TTRO is needed after midnight on a Sunday it would then span into the monday morning (hope that makes sense)

2/3/4/5th of July

27/28/29/30th August

24/25/26/27th September

These include the monday if the TTRO was needed, for example midnight on the sunday to 6am on the monday morning

Any questions please do let me know.

Many thanks.

Kind regards,

Tom Wilkes

Wilkestock Charity Music Festival

On Thursday, 1 April 2021, 12:55:53 BST,

wrote:

Hi

As discussed I have substantially modified your TRO application for the three roads to be closed, each now has its own section.

I have altered the "event to be carried out section" to:- Road closures to implement TM plan for Entertainment Events.

I have to have a phone number to publish with the TRO and have put your mobile number in.

If you would prefer to use a different contact number then please forward it to me.

Please check through the application and let me know if there is anything else or if you want to change anything. Could you also let me know if you are happy with the attached application so that I can send it across to our TRO team to get the order made.

With respect to the possible use of shuttle buses you will need to contact my colleague who could advise you further.

Due to the Covid-19 situation the following statement in green text applies:-

Thank you for your enquiry regarding holding an event on the highway.

If your event requires a road closure, please note that the processing of any associated order does NOT constitute permission to hold your event.

The event can only go ahead if it can be demonstrated that it is Covid secure and the relevant Risk Assessments have been signed off by the appropriate parties.

Details of the event will be sent to the Safety Advisory Group/Team, chaired by the District/Borough Councils, where there are representatives from the Police, Environmental Health, Licencing, Highways and other relevant teams who will consider your event and advise accordingly.

Should your application for a road closure be processed, and the event is subsequently cancelled, we cannot guarantee a full refund for your application. We therefore request that serious consideration is given to whether the event can be held safely, in accordance with Government Legislation, before applying.

Happy to discuss any of the above issues.

Regards

Network Officer | Highways Network Management Team | Environment

Hertfordshire County Council
County Hall, Pegs Lane, Hertford, SG13 8DE, Postal Poikesstocknt:
CHN115
T:

From:
Sent: 10 March 2021 18:59
To:
Cc:

Subject: TTRO application Frogmore Hill

Hi
Hope your well.
We are running our charity festival in late September (24/25/26th) along with some other events in July (2/3/4th) and August (27/28/29th) 2021. These are similar to the 2019 events just a little later in the summer for obvious reasons. As advised by yourself before i have put the application in to cover the whole period, i trust this is the same? otherwise please advise. I have attached the TM plan as used in 2019 (the plan worked well on the 2 occasions we used it) and we will be making a few tweaks as already advised by and also any comments / advice you may have.
The payment account seems not to be valid so i will call the office tomorrow (Thursday) to make payment
Please find the TTRO application attached. Do let me know if you need anymore information
If you could let me know this email has been received. Do call / email with any questions

Many thanks.

Kind regards,

Wilkestock Charity Music Festival

Tom
To:

Thu, 8 Apr at 12:33

Hi
Thanks for your time earlier.
Thanks for clarification on TMP V3 will await reply.
The route would not be best suited to barriers due to the width. The points raised regarding signage / security patrols / stewards either end are reflected in the EMP

I will contact [redacted] at Fenton in the meantime to adjust the map to reflect the additional signage / pedestrian route as suggested.

As mentioned by [redacted] last week this will not be an advertised pedestrian route and only be used as last resort of route if pre event information and guidance from security & CSAS to use a taxi or the shuttle bus has been ignored.

Kind regards,

Sent from Yahoo Mail for iPhone

To:

Thu, 8 Apr at 16:03

Hi

Thanks & noted.

I've also received an identical V3 plan today re; the Dog & Whistle weekender – can you confirm if the V4 version with peds' sign additions will also become the default TMP (unless we need something else) for all events at your venue?

kind regards

To:'

Thu, 8 Apr at 21:19

Hi

Yes that will be the default TMP for events attached to the premises licence (to include any recommendations / updates from yourself of course)

Kind regards,

Wilkestock Charity Music Festival

w :www.wilkestock.com

f :<https://www.facebook.com/pages/Wilkestock/128315100546881?ref=hl>

t :<https://twitter.com/wilkestock>

To:

Fri, 9 Apr at 08:29

Hi [redacted],

In principle I think using the blue light route as a last resort pedestrian route is perhaps the only viable option to get pedestrians on to the footway network for Stevenage and Watton At

Stone with Taxis / shuttle bus being the preferred travel option for people without their own transport.

In the event of blue light attendance at the event(s) then marshals' / security staff should be in attendance along the route to escort pedestrians to a place of safety and permanent gate staff at either end to control as far as possible who uses the route and encourage the Taxis / shuttle bus option.

A note about gates:

A staggered gate system which can easily be pulled aside by the gate staff in the event of a blue light attendance should be place at either end of the route with special care and design given to the Frogmore Hall Lane / A602 junction. This is important to break the momentum of pedestrians as they enter the A602 footway system.

Regards

*Network Officer | Highways Network Management Team | Environment
Hertfordshire County Council
County Hall, Pegs Lane, Hertford, SG13 8DE, Postal Point: CHN115
T:
E: @hertfordshire.gov.uk
Additional information/Job share/Working hours*

To:

Cc:

Fri, 9 Apr at 09:14

Hi

Thank you

Kind regards

To:

Cc:

Fri, 9 Apr at 10:01

Good morning ,

Thanks, noted & agreed.

Kind regards

Exhibit TW5
Email re Traffic Management

Thu, 29 Aug 2019 at 14:36

Dear

Recent events at this venue have used the above TM arrangement without incident I have no additional comment.

Regards

Exhibit TW6
Wilkestock 2019



Hogsozzle 2019



Event Photographs





Exhibit TW6
Event Management Plan

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IN THE MATTER OF A REVIEW APPLICATION

STATEMENT OF

1. My name is _____ and I am a Licensing Consultant, and Founder and Director of Andy Newman Consultancy Ltd. I retired from the Metropolitan Police Service as an Inspector on the 29th September 2016 having completed just over 30 year's exemplary service and I was selected as one of the best licensing Practitioners' to advise MPS licensing Co mander _____.
2. I had the privilege of serving as Hackney Licensing Sergeant for four and a half years between 2007 and 2011. This involved derogated responsibility for over 1,000 premises. I Chaired LOEG (Licensing Officers Engagement Group) consisting of Statutory and Non-Statutory Partners, as well as consistently representing the Police, in the Hackney SAG (Safety Advisory Group). I participated or Chaired Cross Border Meetings and led initiatives. I co-ordinated and led many Licensing Operations. I engaged with many licensees focussing on Engagement, Environment and Education and promoting the four licensing objectives. I attended many training seminars, including those for Hackney Council.
3. I devised a Protocol for Best Practice for Summary Reviews that was submitted via the then Borough Commander _____ (now head of Hackney Community Safety) to the Association of Chief Police Officers licensing lead _____. This was accepted as National Best Practice.
4. Since retiring in 2016 I founded Andy Newman Consultancy Ltd and act as a Licensing Consultant and Expert Witness. I keep my professional knowledge up to date by attending various Industry Seminars and meetings, including those by the Institute of Licensing. I am a full Member of the Institute of Licensing, the British Institute of Innkeepers(B.I.I.), serving as a Member of the B.I.I. London Committee. Member of Federation of Small Businesses(FSB), and am an Associate Member of the Institute of Directors(I.O.D.), and the London Brewers Alliance (LBA).
5. _____ QPM Founder of Gentian Events, and Chair of the United Kingdom Crowd Management Association, who speaks on Event Management internationally, and ex colleague had been giving specialist advice and helping Tom Wilkes and recommended my Licensing services to Mr. Wilkes towards I believe the end of 2020. I have been giving Mr. Wilkes Licensing advice since the 8th January 2021
6. On Wednesday 26th May 2021 between 14.00 and 16.00 on both What's App and Zoom, I delivered a one to one Training session with Tom Wilkes taking a deeper dive into Licensing. Topics included a quick recap of the Four Licensing Objectives but with

particular regard to the words Promoting and Undermining, and the Promotion of the Prevention of Crime and/or Disorder especially the and/or aspect, linking them with concrete examples to the different types of Reviews and the “Lalli” Case. Reminder that actions taken must adhere to PLAN and be proportionate, lawful, accountable and necessary, examining the meaning of each of the four words. Certain considerations for the Responsible Authorities and demonstrating due diligence. Whilst mindful that there appears to have been very little crime at these family Events over the years, best to be prepared, so went into the Golden Hour Principle, maximising opportunities to bring Offenders to Justice, preservation and integrity of exhibits, Locard’s exchange principle, cross contamination concerns, managing an Incident, in order to give a heightened awareness. This was an interactive session with Mr. Wilkes being asked questions and to reflect back key points to check for understanding

7. There will be at least one further training session with at least Tom Wilkes, and pencilled in for next week refreshing these topics and covering other key areas.
8. As part of the consultancy work that I have done for Tom Wilkes, I have examined the history of events at the site and considered the various documents that have been submitted as an Event Management Plan for the future. In my professional opinion, I consider that these plans are comprehensive and cover the issues that an event organiser should address to promote the four licensing objectives. I can see that the events at the site have benefitted from advice from experienced, credible Consultants and Advisors, that have been appointed and from the Responsible Authorities. Mr Wilkes seems to have responded well to the advice given and reacted to the experiences of the past, gathering together a team that is able to deliver a safe well- run Event that is capable of taking place that will Promote all four of the Licensing Objectives and not undermine any of them.

Statement of Truth

I believe that the facts stated in this witness statement are true to the best of my knowledge and belief.

Signed _____

Dated 28 / 05 / 2021

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Stephen McPartland MP



HOUSE OF COMMONS

LONDON SW1A 0AA

Tom Wilkes
Wilkestock Charity Music Festival,
Frogmore Hill,
Hertford,
SG14 3RR

Our Ref: ZA45374

28 May 2021

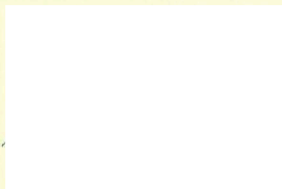
A handwritten signature in blue ink, appearing to read 'Steve Tom'.

I would like to offer my full support for the Wilkestock festival.

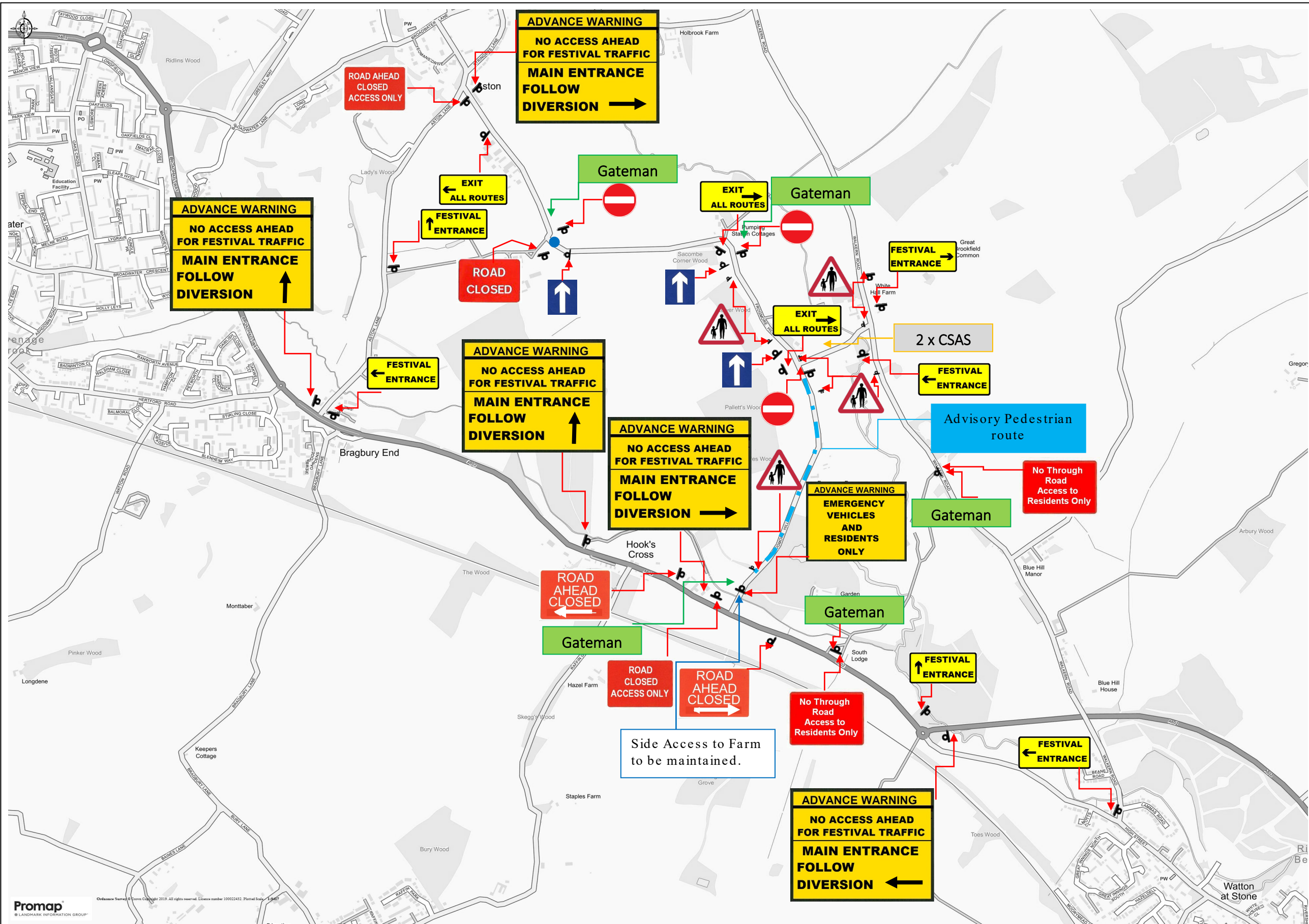
These events are not only great for the community but also a fantastic way of raising money for charity having raised over £70,000. The events support many local companies as well as much needed employment for younger members of our community.

I whole heartedly support any event that can be staged safely.

Yours sincerely,



Stephen McPartland
Member of Parliament for Stevenage



Client:



Contact Details:

Tom Wilkes
Britany Melly

Site Address:

Frogmore Hill, Hertford SG14 3RR

Notes:

Frogmore Hill to be one way from point in Astonbury Business Park onto the A602, all residents to be letter dropped to inform them of access and egress.

GATEMEN /CSAS to be positioned at various points to check access and egress.

Drawn By: TB

Date Drawn: 20/05/21

Drawing No: 2026-V6

Date of Works: TBA



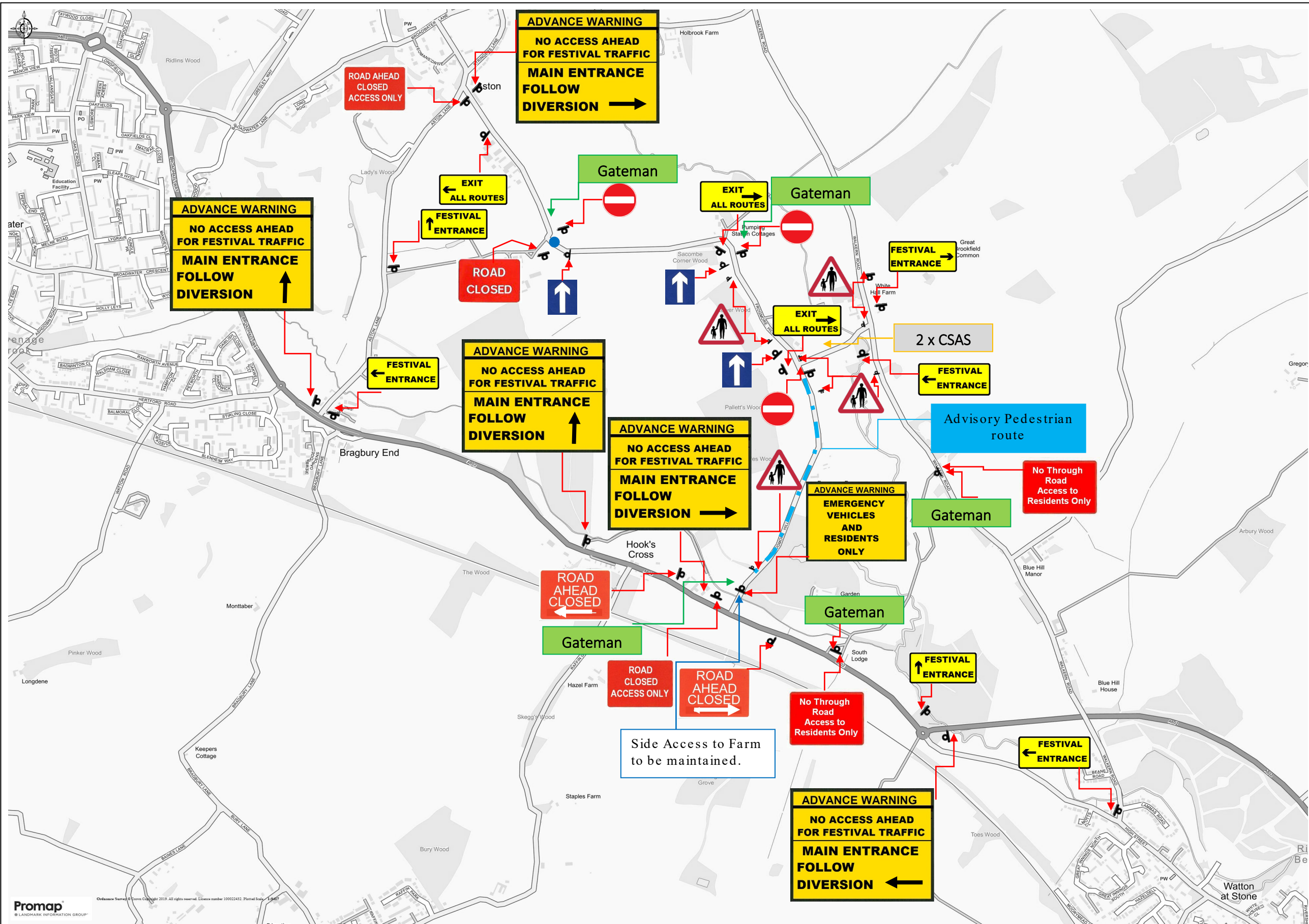
Aston Bury Farm,
Aston Bury Ln,
Aston,
Stevenage,
Hertfordshire SG2 7EG

Depot Tel:
Head OfficeTel:

This drawing has been produced for the specific client and project identified and is not intended for use by any other person or any other purpose.
This drawing is a representation of the traffic management scheme agreed and approved by the LA and Client which must be installed by qualified personnel. Distances between signs may not be to scale for purposes of clarity.
On installations Taper Lengths, Safety Zones, Minimum Visibility to first sign and Minimum size of signs and cones will conform to chp8 guidelines for the speed of the road

Traffic Management Notes:

- 1) All temporary traffic management shall be in accordance with Chapter8 of the Traffic Signs Manual 2009
- 2) All temporary traffic management shall be in accordance with the Traffic Signs Regulations & General Directions 2002.
- 3) All temporary traffic management shall conform to the Safety at Street Works & Road Works, A Code of Practice 2013
- 4) All temporary traffic management signs should be located 450mm minimum from kerb face.
- 5) All temporary traffic management sign locations are indicative and are subject to on site approval from the Engineer.



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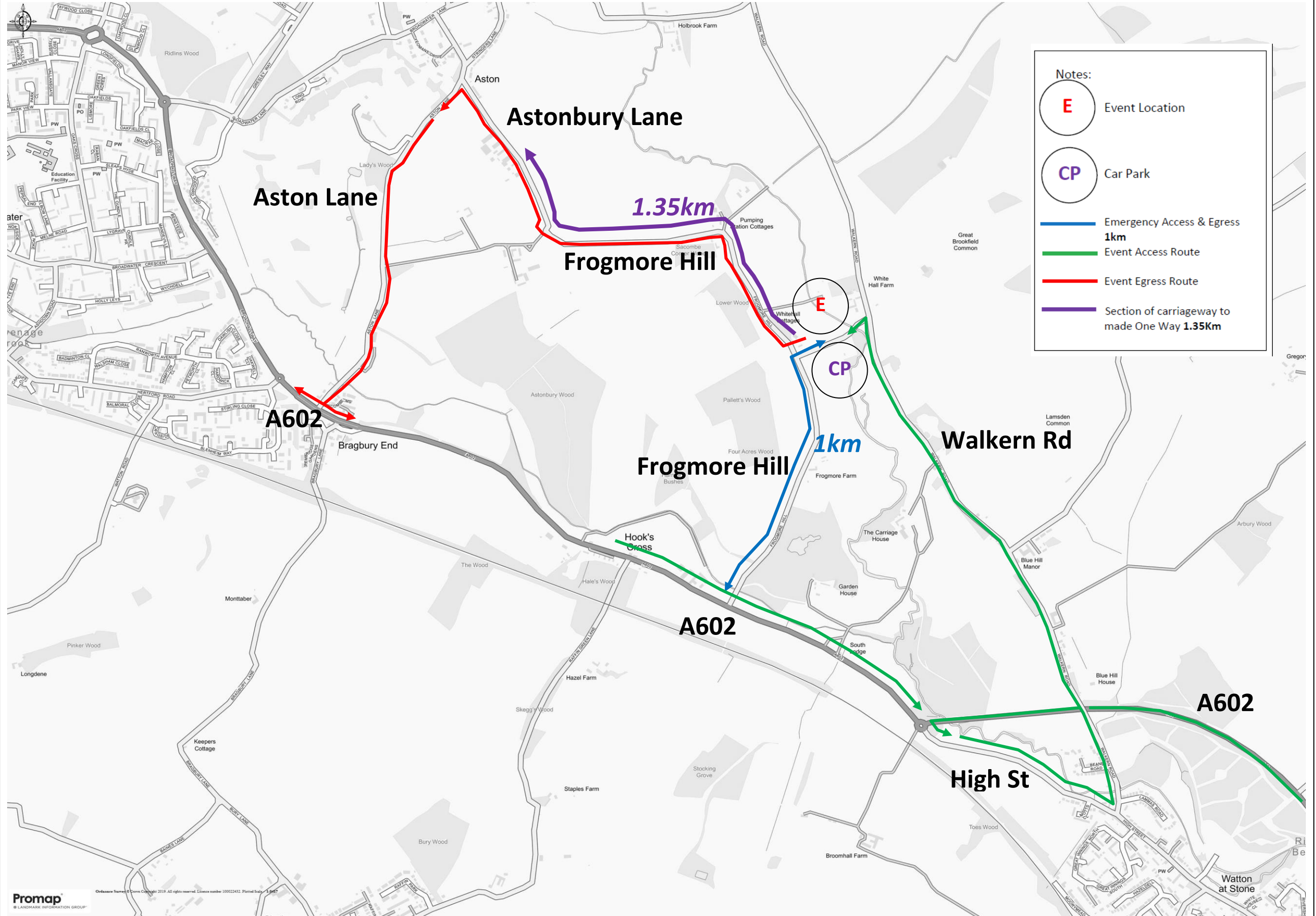
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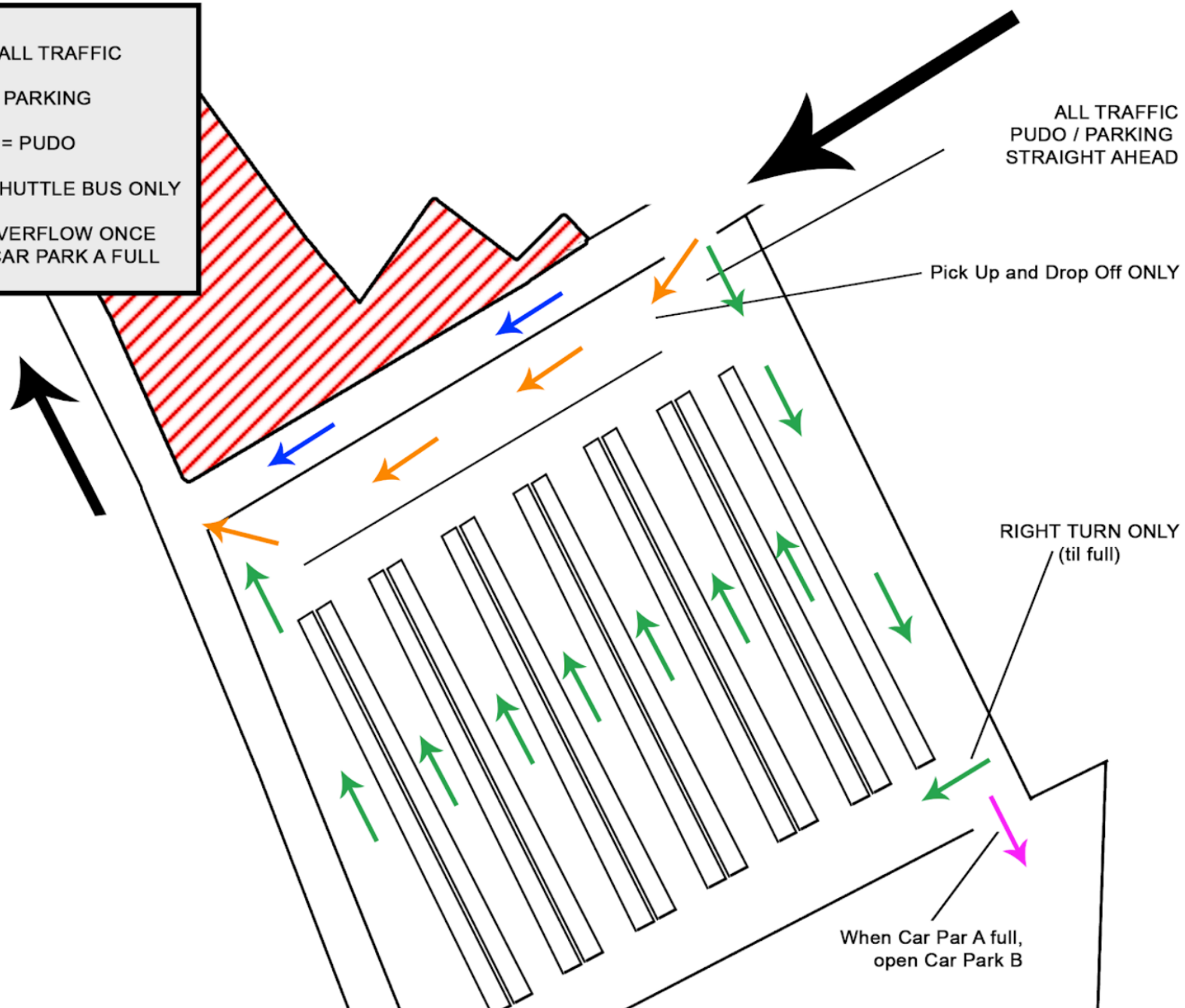
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Notes:

- E** Event Location
- CP** Car Park
- 1km** Emergency Access & Egress
- Event Access Route**
- Event Egress Route**
- Section of carriageway to made One Way 1.35Km**

BLACK = ALL TRAFFIC
GREEN = PARKING
ORANGE = PUDO
BLUE = SHUTTLE BUS ONLY
PINK = OVERFLOW ONCE
CAR PARK A FULL





Search Policy

This document outlines the search policy adopted for events and functions of SRM some event specific alterations to this policy may be added and included in the site handbook such as items allowed in and anything extra to look out for. All staff will be SIA trained and as result will have had training on search techniques this will be re-briefed to them pre event and any training prior to the event for the search teams may also be conducted and recorded.

Searching on entrance

We must ask for permission

Are you happy for us (security team) to conduct a search at this location?

Private areas should be used if requested by the guest (private areas are located at every search area)

Are you in possession of any drugs?

If the guest answers **YES** to the above, explain to the guest, that for entry to the event today they can volunteer to place their drugs into the drugs amnesty bin and on doing so (and after a negative persons search), they (guest) will be allowed entry into the event

Carryout Search

Ask the guest for permission to carryout out a person's search, looking at: collars, cuffs, pockets, wallets, cigarette packets, bags and asking to lift up trousers to show ankles and socks (if needed)

If **drugs are found**, drugs are to be placed in amnesty bin and entry refused to guest. Security team must fill out **The necessary form** , pass over description and confirmation of no entry denial to control for further monitoring.

Principles of a searching guests

An assessment needs to be made on quantity of drugs found. If it is felt the quantity is for possible dealing, this needs to be communicated to Control. Control will decide on next course action, which may involve the police.

- Ask permission to search and for permission to be granted before carrying out a search
- Make sure the guest is happy to be searched in your location. If not, a private area should be sought.
- Show respect and empathy throughout the search process. Some people may feel very uncomfortable, others may have mobility issues – both of which should be considered.
- During each search you are representing the company you work for as well as the Event
- Keep a steady control of the process and do not allow others to interfere.
- If possible, conduct the search where others cannot observe
- The individual you are searching can be allowed to assist by emptying their bag and pocket and removing items of clothing such as their jacket.
- Same sex searches should be conducted. This helps where a person may be embarrassed about being searched.
- Have a colleague with you during a search. This will help serve as a witness should a person accuse anyone of misconduct as a result of the search.
- Take care that the correct environment is made for the search, as well as be wary of individual needs. For instance, where a religious garment may need to be removed, or a person has mobility issues, sensitivity and empathy is key.



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- Any details obtained from guests, should be kept out of site of other guests and handed to event Manager/director

Where possible, CCTV or Body Cameras should be used at all searches

Searching within the event

Are you happy for us (security team) to conduct a search at this location?

Private areas should be used if requested by the guest (private areas are located at every search area)

Are you in possession of any drugs?

If the guest answers **YES** to the above, explain to the guest, that the event has a zero tolerance policy on drugs and because they are in possession of drugs at the event their right to remain at the event is being withdrawn and that you (security team) will escort them off site.

PART B

- If a guest agrees to a search, and **drugs are found**, the guest will have their right to remain on site removed and be escorted from the event. This should be relayed to Control with a description and to fill out the relevant paperwork
- If a guest agrees to a search, and **drugs are not found**, the guest may remain on site.

Principles of a searching guests

- Ask permission to search and for permission to be granted before carrying out a search
- Make sure the guest is happy to be searched in your location. If not, a private area should be sought.
- Show respect and empathy throughout the search process. Some people may feel very uncomfortable, others may have mobility issues – both of which should be considered.
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- Any details obtained from guests, should be kept out of site of other guests and handed the event manager or event director
- Where possible, CCTV or Body Cameras should be used at all searches



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DATE:

EVENT:

LOCATION:

(Dog details if relevant) DOG 1 NAME _____ DOG 2 NAME _____

Security Searchers Call Sign _____

(This form must be kept safe and away from parties not included in search, and then stored securely once complete)

Search Record Form								
No	Dog	Name	Address	Time	Description (Ethnicity, Hair Colour, Clothing)	Substance Found	Amnesty Bin Number	Entry /Ejection (Yes/No)
1	1	John Smith	1, Test way, London, LN1 1XX	12:00	1c1 Male, 30 years, Brown Hair, Blue Suite, Pink Tie	1x White Wrap	5	Y

SRM Security staff would set a high standard of customer service and care to all guests at all times including the following; -



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- Set an example to all staff around the event
- Be able to deal and control difficult situations, with strong conflict management skills
- Have very good customer communications skills
- Show great customer service



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Useful information

CLIENT: Wikestock

Wikestock Charity Music Festival has been running since 2007. It's a family-friendly, multi-stage festival featuring local and international live music and DJs. Predominantly volunteer-led, Wikestock relies on the generosity and dedication from local residents, friends and family to prepare, run and break down the event. All profits are donated directly to charity, Keswick Mountain Rescue and Bloodwise. Wikestock Charity Music Festival has up to 8 stages, depending on the capacity, and features: live music from the rock, indie and pop-punk genre; and DJs from the house, drum and bass, rock and indie genres. It has a fantastic relationship with local residents, authorities and suppliers, and a proven track record of superb event management, customer experience and - above all - customer and staff safety.

EMERGENCY CONTACTS:

Anti-Terrorist Hotline on 0800 789 321

Police:

Tel: 101 or 999 in an emergency

Hospital:

Lister General
Coreys Mill Lane

999(emergency) or

SRM CONTACTS;

Identifying & Communicating Incidents

In the event of an emergency, the following identification and communication procedures will occur:

Clearly identifiable stewards, posted at key locations and patrolling the event footprint, will either identify or be informed of emergency situations.

The stewards, through the radio system installed for the event, will report this immediately to Event Control.

Notifications made by members of the public will be routed via stewards and/or the emergency services to Event Control.

When notifying Event Control of an emergency situation, staff will be reminded to state the exact location in which the incident has occurred, utilising the gridded map which is available to all staff.

On receipt of a notification, Event Control will evaluate the information and decide on the most appropriate course of action, to ensure an effective emergency response which may require the assistance of blue light agencies. All notifications/significant incidents and subsequent decisions made will be recorded in the event log

Emergency Alerting and Evacuation Procedures In the event of a major incident occurring, it may be necessary to alert staff of dangers and/or to evacuate the whole of the event footprint. The decision to evacuate the event footprint will be made on the basis of an evaluation of the circumstances, and will be undertaken in consultation with the security teams and liaison with Bedfordshire Police.



Security Handbook

Confidential

A high level of customer service is expected and what SRM is renowned for. We must be engaging and polite with all the public to protect the integrity and image of both SRM and the ice rink as they will see us as an extension of their own teams.

Communications

All communication must be passed through the Event Supervisor. Radios will be signed out to staff and they will be responsible for making sure they are returned.

When using the radio please call as follows

“control control are you receiving from (your call sign here)”

when controls responds send your message and once the dialogue has finished end your call using “over and out”

Please note there is a delay on the radio so hold the PTT for 1 second before talking to get the whole message through

Code RED- FIRE

CODE GREEN- MEDICAL

Code Blue- Disorder/crowd related

CODE YELLOW- Structural collapse

Code BLACK- suspect package

Code BLACK confirmed-package located

Lost Children

To announce a lost child on the radio please use the term **DISNEY** when referring to the child or **WALT** for a parent

Radio Channels

1-production

2-Security

3-Main Stage

4-TBC

16- Emergency channel

EVENT INFORMATION

***WE MUST BE FRINDLY, WELCOMING and
CUSTOMER FOCUSED AT ALL TIMES
TREAT EVERYONE AS YOU WANT TO BE
TREATED***

Event Hours

17:00-2300 Fri and Sat Sun 12:00-2300

Dress Code

All Blacks, Polo Jackets combats/trousers.

Disability and Equality

Be aware of the Disability and Equality Discriminations Act (DDA) – Treat people equally. Assist with access needs where possible. Remember: not all disabilities are immediately obvious. Take the time to listen.

Medical & Welfare

Give a clear location and description of any Medical issues direct to control, they will assign a medic to the area immediately.

HEALTH AND SAFETY

We all have obligations to ensure a safe and healthy workplace. As an employee, you have rights, and you have responsibilities for your own wellbeing and that of your colleagues. A copy of the health and safety policy is available from the control room

Terrorist threat

Currently substantial in the UK please be alert for suspicious behavior and packages and for any threats international or national terrorist organisations.

Anti-Terrorist Hotline on 0800 789

321

Position and roles

Main Stage – to ensure the integrity of the main stage no unauthorised access from public and to spot any potential incidents that may require assistance in the area

Pit Crew- Safety of the audience in front of the stage/ stopping people coming over the barrier and if not possible making sure they are safely taken over and out of the area watching out for crushing/moshing of audience. Relaying info to event control.

Artist Car Park – only artist to be allowed access to here from list or with accreditation everyone else sent away.

Backstage- Only people with accreditation to be allowed access any issues to revert to stage manager.

Homegrown/Dog House/Acoustic/Bella/Rock and Rinse- all static posts in the music areas the main roles here are spotting anti social behavior or in the indoor areas smoking and stopping it before it escalates, any incidents must be reported to event control to log and assistance is available from roaming response teams.

Response- To respond to any incident site wide called via event control

Campsite- ensuring no alcohol comes in main arena via campsite strictly must stay in campsite if taken in there. Also to spot any anti social activity and ensuring nobody has fires/stoves etc in camping area. They are also on hand as assistance if public require it for emergencies.

Crew camping/VIP- to check wristbands going into each area and to make sure no unauthorised entry is permitted, any issues to be radioed to event control.

Main gate- to check ID of people entering challenge 25 in effect, people under 18 must be accompanied by someone who is 21 or over and stay with them at all times. Anyone refused entry will be turned away and event control informed. They may also help with searching during busy periods and making sure no cars enter the site.

Searching- all bags to be searched upon entry as part of admission policy along with a pat down or wand of people too. The list of prohibited items is found below long with the permissible alcohol levels FOR CAMPERS ONLY, day tickets cannot bring any in at all.

Tower 1/2/3- are spotters across the site looking for anti social behavior or people needing assistance, along with people trying to gain access illegally from the road or back of site. They are to radio event control of all incidents and event control will respond accordingly.

Gatemen- they are to be located on the road ways leading to site to implement the road closure and one way system of the site. A full detailed brief will be given to the members of staff on these posts.

Resident security- they to act as liaison with residents be friendly and welcoming and to deter any Wilkestock audience away from the residential area, they are not to leave this way of loiter in the area and should be moved on ASAP and event control to be informed.

LAST ENTRY STRICTLY 11PM

SITE RE-OPENS FOR ENTRY AT 8AM ON Saturday and Sunday mornings

Tickets are sold online. Numbers sold assessed daily and sales can be stopped at any time. Small proportion of tickets sold on the festival days [if available].

Relevant colour wristbands will be issued at the entrance.

All entrants will be searched prior to entering site as a condition of entry.

- No under 18s permitted entry unless accompanied by an over 21
- Challenge 25 policy operating at the bar, valid photo ID required for sale of alcohol/cigarettes

Prohibited items:

- No alcohol (unless entering campsite)
- No firearms
- No fireworks/explosives
- No knives/blades over 3 inches
- No items that may be considered a weapon
- No aerosols
- No perfume/aftershave (unless tested)
- No drugs/legal highs including NOS (amnesty bins will be provided at the Main entrance)
- No corrosive materials
- No smoke canisters
- No laser pens
- No glass
- No fires or camping stoves/cookery anywhere on site
- No generators of any kind
- No entry permitted to any one, at any time, in any area without appropriate accreditation
- No unauthorised or professional photography, film or video equipment & selfie sticks
- No go-pros
- No Chinese lanterns
- No drones
- No animals
- No megaphones/klaxons/air horns
- No high visibility bibs and jackets

- No poles, banners and flags

Campsite limits / restrictions as above but with these below limits

Camping guests are permitted to bring 8 cans/4 litres of beer/cider OR up to 2.25L box of wine per person into the campsite only (NO SPIRITS) on one occasion only (weekend wristbands to be marked once alcohol has been brought through the campsite entrance in any quantity under the limits) ie. no going back for the extra can to bring their total up to the max allowed. No unsealed drinks containers of any kind. Pre mix spirits (in sealed cans) allowed if similar strength to lager where same limits apply.

Campsite / arena entrance

Liquids are allowed to be brought out of the arena into the campsite.

Liquids - unless water - are not allowed to be brought back in from the campsite to arena in any any container (even Wilkestock branded cups / water bottles / camel backs etc etc)



1. Introduction

This policy details the procedures to be followed for any evictions. It is to be used in conjunction with customer process escalation chart below. The driving principles for this policy are safety and transparency.

The first section summarises how safe evictions are managed, the second section discusses the finer details of such ejection and final section is a customer process chart that details how incidents are escalated to eviction status.

2. Summary 2.1. SAFER

Ejections are always a last resort and must follow the SAFER procedure.

SUPERVISION – Every ejection must have a security manager. Police may be required.

ABILITY – Are they in a fit state to look after themselves? If not, go to welfare.

FUTURE – Where are they going, they must have a safe onward journey.

EJECTION SLIP – Must be signed by a security manager. Remove all accreditation.

RING – Make sure they have the opportunity to ring a taxi, relative or friend.

More information on the elements involved in the SAFER procedure is given later in this document.

2.2. Recording

Following any eviction, the security manager must ensure the following 4 steps are completed:

- Incident reports are completed
- Evidence Camera Footage is recorded and backed up
- Log is recorded
- Senior production team member is informed

3. Ejections

3.1. Incident Reporting

All ejections must have an incident report written for them, and this must be handed to the radio controller or the Crowd Manager.



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3.2. Evidence Gathering Cameras

Ejections where possible should be recorded with an Evidence Gathering Camera, and footage should be logged with incident number. Any use of EGC must adhere to EGC policy

3.3. Security Manager

Ejection from site may only be authorised by a Senior SRM Security manager, a Senior Production Manager, or an on duty police officer.

3.4. Accreditation

All accreditation from ejected person must be removed at point of exit from site.

3.5. Eviction location

The ejected person or persons must be removed to a predetermined area of safety dependent on how they arrived to site. This will be agreed by a Senior Production Manager and a Senior SRM Manager before the event and will be briefed to all staff during the event. The ejected person or persons will be given the option to wait for taxi, shuttle bus or if they have the ability drive their own car home. If none of these options are available, they may walk off site following the predetermined route or be taken to a safe drop off point at the start of the road closures to continue their onward journey safely.

If the person is not in a position to look after themselves they will be taken to welfare and assessed there and the appropriate response taken.

3.6. Telephone

The ejected person or persons will be offered the use of a telephone to call a taxi or friend/relative. If they are unable to call a taxi or a friend/relative a taxi will be called for



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them by either a member of production, or the radio controller/event controller. They will then be escorted to the taxi rank to wait for pick up.

3.7. Welfare

If the person is identified as being vulnerable due to intoxication, incapacitation or suspected to be under the influence of a controlled substance by the Senior SRM security Manager / Senior Production Manager / on duty police officer authorising the ejection, the person(s) to be removed from site they will be either taken welfare or medical areas for assessment. Following advice from welfare or medical the Senior SRM Manager/Senior Production Manager/on duty police officer will act accordingly to ensure the individual or individuals are removed from site in the safest manner (i.e. an ambulance called or being picked up by friend or relative)

3.8. Persons under the age of 18

If the person is identified as being under the age of 18 they must be immediately escorted to Welfare. Security Control must be informed so that this can be logged and passed onto the Welfare team prior to the person's arrival at the Welfare area. The young person must be formally handed over to Welfare following the Welfare procedure. If the person poses a risk to themselves or others a response team or Srm Senior Manager must be present until the parent/guardian arrives to ensure the safety of the young person or others. Welfare are to inform SRM Security Control of the arrival time and mode of transport of the parent or guardian so that they can be escorted onto site to collect the young person. If welfare cannot contact the parent or guardian they may contact social services or the police, and will keep SRM Security informed of all actions.

3.9. Ejection Slip

The person or persons being ejected will be given an ejection slip that has been filled out by the Senior Manager (production or SRM) authorising the ejection. This will explain briefly reason for ejection and time/date of ejection.

3.10. Force

Only reasonable force may be used to effect the ejection in line with statute law.



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3.11. Police

If the ejection is deemed serious enough to involve the police then the person or persons will be held until the police have been informed and have arrived. The person or persons will then be handed to the police and the response team enforcing the ejection or the SRM security Senior Manager will ensure that police officer identification is recorded via control. If police officers are unable to attend full available details of the person or persons will be recorded and given to the police at a later time.

3.12. Log

Once the person or persons have left the designated area for ejection radio control will be informed and a log made. The log will include method of transportation as well as registration number if vehicular. If the person or persons decides to leave by any other method other than motorised vehicle, verbal warnings relating to the health and safety ramifications of their chosen method of transport including but not restricted to, unlit roads and fast moving vehicles will be given. This information is also on the ejection slip.

3.13. Production

All incidents of ejection will be reported to a Senior Production Manager at either the first available briefing time, or via the production radio. This third party check has been included to ensure all relevant procedures have been followed.

3.14. Disciplinary

Staff failing to follow the SAFER procedure will be subject to the SRM security disciplinary process.

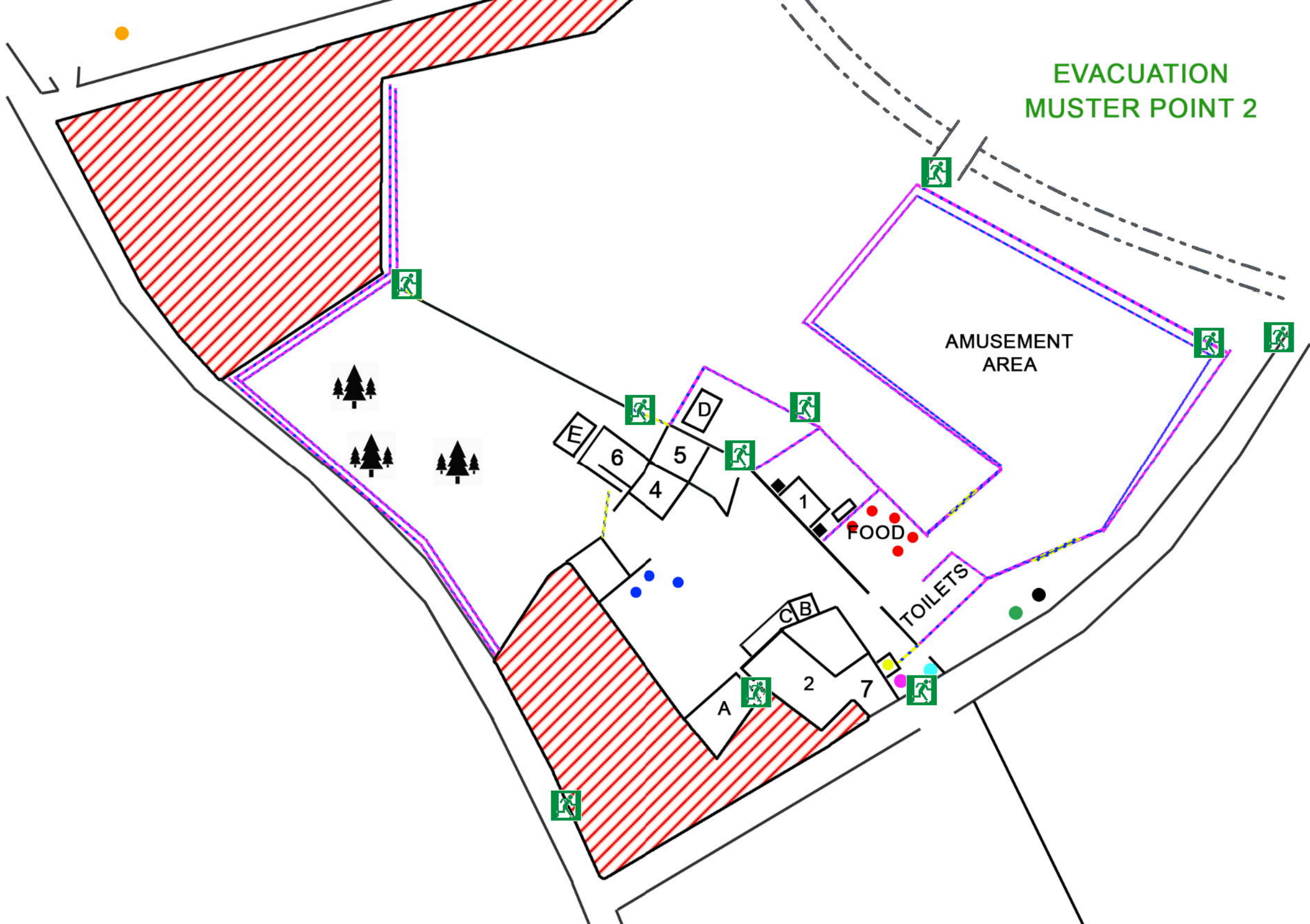


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EVACUATION MUSTER POINT 2



Waterbridge - Frogmore Fields
Covered / Indoor Structure
Occupancy Assessment

This assessment has been conducted utilising guidance from the following:

- The Purple Guide
- Managing Crowds Safely: A Guide for organisers at events and venues HSG154 (Second edition, published 2000)
- A Guide to Safety at Sports Grounds (Sixth Edition)
- Regulatory Reform (Fire Safety) Order 2005 (RRO)
- Firesafe.org.uk
- Gov.uk: Fire safety risk assessment: small and medium places of assembly

Event Name: D&W Weekender
Event Capacity: 4950
Event Date(s): 27 - 29 August 2021

This assessment has been calculated with a density of 3 persons per m² as per the referenced table from the RRO document below:

Occupied Area Type	Typical Occupant Density (m ² /person)
Standing spectator/audience area or bar (unseated)	0.3
Assembly Area, dance floor or hall	0.5
Dining area, seated bar or restaurant	1.0
Skating rink or sports area	2.0
Display gallery or workshop	5.0

Venue Capacity

Location	Total Area m2	Standing Area m2	Capacity @ 3.3 persons per m2
Stage 3	82.8	60.06	198
Stage 4	40.7	28.0	92
Stage 5	82.8	60.06	198
Stage 6	82.8	60.06	198

Escape Rates

Using guidance referenced in the Purple Guide, which are drawn from the rates of escape recommendations detailed in [The Guide to Safety at Sports Grounds 5th edition \(The Green Guide\)](#) published by DCMS, these rates are as follows:

- on a stepped surface 79 people can reasonably exit in 1 minute (equal to 66 spectators per metre width per minute)
- on a level surface 100 people can reasonably exit in 1 minute (equal to 82 spectators per metre width per minute)

Although the RRO Guide allows for 109 people, per minute, per metre, moving through unobstructed exits over level ground, we are working on the worst case scenario as detailed above. Therefore we are basing our calculations on the more conservative figure of 82 persons, per minute, per metre for these calculations.

“Established reasonable escape times are 2 minutes for higher risk premises, 2.5 minutes for normal risk premises and 3 minutes for lower risk premises.” - *gov.uk*

As per the government guidance on Fire Risk Assessments for Small and Medium places of Assembly referenced above, and based on the risk level of the activity and the space, evacuation times will be calculated using a 2 minute escape time:

	Stage 3, 5 and 6	Stage 4
Capacity	198	92
Flow rate per minute (capacity ÷ evacuation time)	99	46
Exit width required for 82 ppm* over 2 minutes (minimum 0.8m)	$99 \div 82 = 1.21\text{m}$	$46 \div 82 = 0.56\text{m rounded up to } 0.8\text{m}$
Exit width available	2.8m (lowest of all three venues)	3.7m
Largest exit to be discounted	0.86m	1.35m
Exit width for calculations	1.94m	2.35m
Calculation	$1.94\text{m} - 1.21\text{m} = 0.73\text{m}$	$2.35\text{m} - 0.8\text{m} = 1.55\text{m}$
Summary	Extra width available to achieve flow rate = 0.85m	Extra width available to achieve flow rate = 1.55m

(*ppm = per person, per minute)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf

<https://www.thepurpleguide.co.uk/index.php/the-purple-guide/96-10-fire-safety?showall=&start=2>

<https://www.firesafe.org.uk/basic-means-of-escape-from-fire/>

<https://www.diymarquees.co.uk/advice-articles/health-and-safety/fire-safety-in-marquees.php>

AUGUST WEEKENDER / DOG & WHISTLE WEEKENDER PART 2

Noise Management Plan (v1.0)

BT Events
Unit 45A
Wrest Park
Silsoe, Beds
MK45 4HS



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Document Control

Client	Tom Wilkes C/o Frogmore Fields
Event Date	27 th / 28 th / 29 th August 2021
Event Venue	Frogmore Fields, Frogmore Hill, Stevenage, SG14 3RR
Author	
Status / Version	Version 1.0
Document Date	27 th May 2021

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Whilst every effort is made to ensure the accuracy of the information contained within this document at the time of publication it must be accepted that owing to the dynamic nature of live events, certain elements may be subject to change at short notice. Where possible, event organisers will make every effort to circulate updated versions of this plan to relevant recipients as required.

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1 INTRODUCTION & SUMMARY

The site at Frogmore Fields has been used previously to host a variety of events during the calendar year which have taken place successfully. In its ambition to reduce the impact of noise emanating from the site upon local residents further and to further demonstrate its compliance with its licensing conditions, Frogmore Fields have engaged the services of an external acoustic consultancy company.

BT Events has been contracted by Tom Wilkes c/o Frogmore Fields to consider and proactively manage the noise emanating from the August Weekender / Dog & Whistle Weekender Part 2 which will take place at Frogmore Fields, Frogmore Hill, Stevenage, SG14 3RR.

The venue will operate from 1600hrs – 2300hrs on Friday 27th August and 1200hrs – 2300hrs on Saturday 28th & Sunday 29th August 2021.

BT Events will build on experience from previous events to produce the noise management strategy for the event along with reference to;

- The Local Authorities Noise Policy & License Conditions
- Noise Council Code of Practice on Environmental Noise at Concerts (1995)
- The Purple Guide (Replacing HSG195)
- Sound advice: Control of noise at work in music and entertainment (HSG260)
- Code of Practice for Noise and Vibration Control of Construction and Open Sites (2009)

Primarily, the event shall be operated to comply with the licensing objectives so that it does not cause undue disturbance to residents. The organisers shall take reasonable steps to;

- Engage with residents by letter (or digital communications) of the planned activities and operate a noise hotline number throughout the build, operation and de-rig periods
- Ensure noise produced by the event (including during the build and de-rig periods) does not cause undue disturbance to the local community
- Ensure noise is within an acceptable level for the enjoyment and safety of members of the public and participants
- Respond to complaints from residents and take action as required.

BT Events shall make every effort to ensure that all information contained within this document is accurate at the time of publication and aim to update and circulate to relevant recipients as required. Timings, site plans and management plans detailed within the Event Management Plan may supersede this document. Owing to the dynamic nature of live events, certain elements of the information contained may be subject to change at short notice.

2 SITE

The site (Frogmore Fields) is located on Frogmore Hill, Stevenage in rural Hertfordshire. It is a site which has been used successfully multiple times previously to hold Wilkestock, Hogsozzle and Back of Beyond along with other events.

A detailed site plan can be found within the Event Management Plan, with the primary noise source located to the West of the site facing in an Easterly direction. The primary noise source is an open-air stage.

The site itself provides a natural Amphitheatre for the main stage area which is enclosed to the North by additional sound stages. These sound stages are surrounded by haybales to absorb the noise which emanating from them and a temporary cover to each of these stages is also provided. In previous years, no issues have been detected from these stages only operating until 0400hrs.

3 PERFORMANCES

Performances shall take place on the main stage from 1600hrs – 2300hrs on Friday 27th August and 1200hrs – 2300hrs on Saturday 28th & Sunday 29th August 2021. The performances shall be a variety of live music performances on Friday evening with DJ sets and Live PA's taking place throughout Saturday & Sunday.

4 PREMISES LICENSE

The premises license (20/0419/PLMV) for Frogmore Fields issued by the District of East Hertfordshire states that;

Annex 3 – Conditions attached after a licensing hearing by the licensing authority

- 1. The premises licence holder shall ensure that music noise levels do not exceed 55dB(A) LEQ over a 15 minute period at the pre-agreed noise monitoring locations before 23:00, or 45dB(A) LEQ over a 15 minute period after 23:00 on Friday, Saturday and Sunday.*
- 2. The premises licence holder shall submit a detailed Noise Management Strategy for approval to the licensing authority at least 8 weeks prior to the first day of each event and these shall take account of all regulated entertainment which will be provided during each event, including the number of stages and the location, orientation and operational times of each stage. The strategy shall include provision for community engagement, monitoring, an event hotline and post completion reporting.*

The methodology outlined in this plan along with the proactive monitoring undertaken throughout the period of event operation seeks to ensure the achievement of 55dB(A) LEQ over a 15minute period at the pre-agreed noise monitoring locations before 2300hrs.

The event is planned to conclude by 2300hrs daily.

5 LOW FREQUENCY NOISE

An event of this nature is likely to present a significant amount of low frequency noise which may cause disturbance to local residents.

The Code of Practice on Environmental Noise Control at Concerts references that a level of up to 70dB in either the 63Hz or 125Hz octave frequency band is satisfactory whereas a level of 80dB or

more in either of those frequency bands causes significant disturbance. The guidance is based on frequency imbalance at distances over 2km which may not be appropriate for close receptors but will have effect on those receptors distant from site.

BT Events recommend the use of a 1/3 octave graphical equaliser available at the front of house position across the main left & right channels to assist with the balancing of low frequency noise emanation from the site.

6 SITE DESIGN & PREDICTIONS

In order to determine the feasibility of the site, noise predictions have been carried out for the receptor points identified by the client / event organiser. These are based on the information provided to BT Events and taken from the site plans as discussed. Should site plans change significantly, the expected results at receptors may change. It should be noted that meteorological and topographical factors may affect the predicted readings.

The following assumptions have been made in predicting the noise levels emanating from the site;

- A maximum noise level of 95dB(A) at the front of house position will be achieved throughout the performances. A greater noise level will be achievable closer to the sound system.
- An orientation correction can be applied of between 0db and 10dB to properties depending on the location of the property relative to the primary noise source on site.
- Noise emanating from the enclosed sound stages to the North of the main stage doesn't provide significant contribution to noise levels experienced at identified receptor points.
- Distance attenuation is based on progressive attenuation over distance under neutral meteorological conditions
- Attenuation has been considered for the effects of barriers between the noise sources and noise sensitive premises. BS5528 Code of Practice for Noise and Vibration Control of Construction and Open Sites (2009) gives a worked approximation of the effect of a barrier (topographical or otherwise). An assumed attenuation of 10db can be achieved when the barrier completely hides the source from the receiver.

The predicted receiver levels have been determined using a distance attenuation correction of $L_2 = L_1 - 20 \log(r_2/r_1)$ where;

L_1 is the Sound Pressure Level at point 1,

L_2 is the Sound Pressure Level at point 2,

r_1 is the distance from the sound source to point 1, and

r_2 is the distance from the sound source to point 2.

A single point source calculation is considered appropriate in this instance due to the locality of the noise source and the distance to the receptors and only considers the Music Noise Level likely to be experienced at these locations.

Background noise, road traffic noise or other noise sources not related to the event site or its activities may be present in these locations during the event taking place (e.g a resident cutting their grass) which may preclude the predicted levels being achievable.

The source level assumes a Front of House Music Noise Level of 95dB which is 25m from the main speakers.

Table of Predicted Music Noise Levels

Location	Distance (m)	After Distance Attenuation	Barrier correction (dBA)	Orientation Correction (dBA)	Expected Receptor Level (dBA)
Frogmore Hill Cottages ^{*1}	500m	69dBA	5dBA	10dBA	54dBA
Walkern Road ^{*2}	650m	67dBA	10dBA	10dBA	47dBA
High Elms Lane ^{*3}	1080m	62dBA	10dBA	10dBA	42dBA

*1 what3words location ///remotes.presuming.eaten

*2 what3words location ///mull.wonderfully.admire

*3 what3words location ///traded.hooked.region

7 SYSTEM DESIGN

PA systems will be designed and installed to minimise noise impact at noise sensitive properties. Systems will be either flown or ground stacked to focus noise into the audience area with a narrow dispersion field where possible. The configuration will seek to minimise horizontal and vertical dispersion to reduce overspill from intended coverage areas.

As a preference, cardioid sub-arrays will be integrated into the main system design to limit rear projection of low frequency sound. Careful system design and placement will ensure maximum coverage throughout the audience area whilst balancing the offsite environmental impacts.

During the event, guest engineers will have limited access to the system controls and a front of house engineer representing the event organiser shall maintain overall control of the system levels at all times. The maximum level shall not be adjusted unless approval is given by the event organiser or their representative at the front of house location.

8 ADDITIONAL SOUND MANAGEMENT

The event organiser shall ensure no additional amplification is brought onto site unless;

- It is for use as part of the licensed entertainment
- It is for the use of authorised traders for the sole purpose of providing background music to their concession stand.

The event organiser shall assume responsibility for any organisations or individuals bringing additional amplification systems onto site.

9 ADDITIONAL NOISE GENERATED THROUGH ON-SITE ACTIVITIES

Whilst there is no formal mechanism for the control of noise generated through human on site activities (e.g. arrival, departure, vehicle noise, cheering etc.) consideration will be given to minimising the noise generated at critical points during arrival and departure. Where possible, arrival and departure times will be staggered and marshalling / signage will be deployed to assist members of the public in arriving and departing the site effectively.

Marshalls shall be positioned at entry and egress gates from the premises to monitor the behavior of those arriving at and leaving the festival site. By utilising marshals at these key locations and times, it will help to reduce the amount of disturbance caused.

10 SET-UP & DISMANTLE OF SITE

All works during the set-up and dismantle of site likely to cause disturbance to residents shall be conducted between 0800hrs and 2200hrs daily. Within these times, steps will be taken so far as reasonably practicable to minimise the disturbance caused and where it is expected a set-up or dismantle activity will cause excessive disturbance, mitigation measures will be sought. This will be monitored by site staff and the event organiser during the build & de-rig periods.

11 SOUNDCHECKS & REHEARSALS

Soundchecks will be conducted immediately before the event for an expected 1-2hrs on Friday 27th August, typically from 1200hrs onwards. There may be a requirement following the installation of the PA prior to this for system engineers to conduct additional system checks for a limited period of time.

During soundcheck times, propagation assessments around the site will be made within the event site and externally at noise sensitive receptors. Levels established during these propagation assessments will be used as a guide throughout the event once established with music of a similar genre.

12 PROACTIVE MONITORING

Engineers at the front of house position will be briefed prior to the primary noise source operating by the on-site acoustic consultants on the importance of limiting off site disturbance, the restrictions which we are working too and the consequences to the venue for non-adherence to the license.

During the early part of the event day, engineers are encouraged to ensure the volume of the performances are suitable for the number of audience gathered in the main arena and the style of act performing. Allowing headroom in the system for acts performing closer to and including the headliner allows the atmosphere to build during the event whilst also ensuring the headline act is able to perform at a volume which is both satisfactory to the artist and also those watching the performance.

It is the intention of the event to run systems to an anticipated maximum of 95dB at the front of house position to ensure audience satisfaction. This will be modified throughout the event following off-site measurements and proactive monitoring throughout the event.

A fixed monitoring point will be positioned at the front of house location to ensure the front of house engineer / system engineer is able to visually see the level at which the system is performing allowing for adjustments to be made according to the off site conditions.

The acoustic consultant(s) at the event will maintain responsibility for proactively monitoring the noise emanating from the site for the duration of the weekend. These will primarily focus on the positions identified in section (6) but will also encompass additional locations and positions likely to be exposed to off-site noise by the event taking place.

Consultants shall both take measurements and use professional observations and judgement, reacting accordingly to issues of public nuisance. The size of team deployed shall allow for sufficient on-site and off-site monitoring throughout the period of the event.

Our expectation is to conduct a series of decibel readings over a 15 minute period in a series of locations external to the site, however, on occasions a shorter reading may be used to demonstrate compliance (typically a 5 minute measurement gives a good indication of compliance over a 15minute period, especially where the levels experienced are significantly below the limits set within the license conditions). All measurements will be recorded and will be available for inspection by the local authority at any point during the course of the event.

Acoustic consultants will be in contact with the front of house engineers and the event organiser throughout the event and will communicate any changes in levels or adjustments to the system which need to be made.

13 MONITORING EQUIPMENT

All sound level meters used for the purposes of environmental monitoring shall be class 1 specification, integrating, noise level meters subject to current lab-based calibration. Field calibration will take place daily where a continual reading from a fixed position isn't being taken. Sound level meters used at a front of house position shall be at least class 2 specification.

Measurements from the main performance stage shall be made from a fixed position at the front of house location against which changes can be monitored and measured. Where practical, meters and displays will be visible to the front of house engineer at all times and shall display a rolling 5min L_{EQ} as well as current sound pressure level to provide reference points for the engineers. All measurements will be logged.

14 DEALING WITH AND RESPONDING TO ENQUIRIES

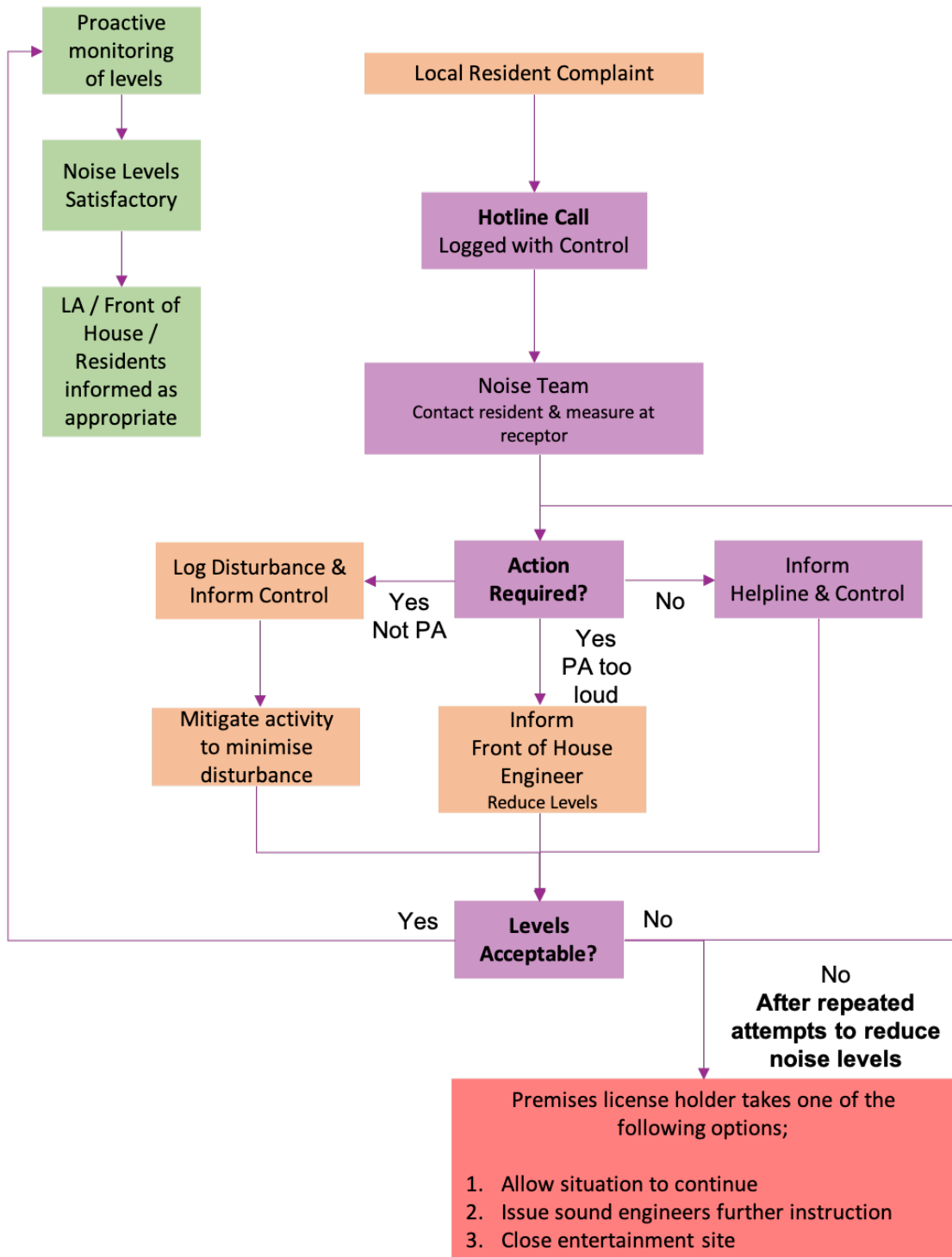
In the event of a complaint or enquiry being received by the residents contact number with the event organiser, the event organiser and the acoustic consultants on site will take all practical steps to engage with the resident, minimise disruption to an acceptable level with the aim of achieving conciliation and implementation of effective solutions to minimise the likelihood of a repeat complaint.

Steps may include, but not be limited to visiting the noise sensitive premise from which the complaint has arisen to discuss the complaint with the complainant, proactive monitoring from additional locations throughout the event and future events or implementing procedural changes which minimise the disturbance experienced by the complainant.

Whilst engaging with the community, it must be recognised that complaints which initially appear to be regarding the noise levels experienced at the property may be triggered by other factors regarding the event – genre of music, traffic within the locality etc. There may also be instances where, although audible, the music noise level is compliant with the conditions set within the license. Whilst this may cause some disturbance to residents, a calm and informative approach to the control measures in place will be taken along with proactive monitoring and dialogue with the residents.

A complaints log will be maintained by the event control location throughout the duration of the event. It will capture the addresses of complaints, the time the complaint was received and the actions taken as a result of the complaint. It will be available to the local authority on request.

15 NOISE RESPONSE FLOWCHART



16 LOCAL AUTHORITY LIAISON

The local authority will be provided with contact details for those responsible for the management of noise on the premises.

Acoustic consultants working for the event organisers shall work closely with the Local Authority, agreeing any changes to off-site monitoring positions, sharing noise data observations and other information where possible. It is also requested that the Local Authority make the same information available to the event consultants in a reciprocal agreement.

The role of the acoustic consultants is to ensure any requests by the Local Authority are actioned by the event organisers in a timely manner. All requests from the Local Authority relating to noise should involve the acoustic consultants to ensure noise issues are managed and dealt with as soon as reasonably practicable.

All complaints received by the Local Authority shall be logged and notified to the consultants. Where specific details are unknown or not able to be shared, details of a representative location of the complainant shall be provided to allow for appropriate investigation and mitigation if required. Results of any investigations or actions resulting from a notification by the Local Authority shall be reported back to them as soon as practicable or agreed.

17 POST EVENT REPORTING

Following the conclusion of the event, a report shall be provided by BT Events to the event organiser within 10 working days detailing readings and music noise levels recorded during the event. This report will be made available to the local authority by the event organiser if required.

18 CONCLUSION

The site at Frogmore Fields has been used previously to host a variety of events during the calendar year which have taken place successfully. In its ambition to reduce the impact of noise emanating from the site upon local residents further and to further demonstrate its compliance with its licensing conditions, Frogmore Fields have engaged the services of an external acoustic consultancy company.

The noise strategy presented aims to address the disturbance which noise can cause to local residents and ensure an acceptable balance is maintained between the needs of the event organiser and their attendees and the local residents.

Throughout the event, the acoustic consultant(s) will be on site to proactively monitor and respond to noise related issues from those residents identified within the plan and also those in a wider geographical area if required. BT Events will continue to review this plan and provide updates to the event organiser where necessary and as plans for the event continue to evolve. A final version will be circulated as necessary.

19 APPENDIX A – PRE-AGREED MONITORING LOCATIONS





Pro Medicus Ltd

Unit 21, Thrales End Business Centre
Thrales End Lane
Harpenden
Hertfordshire
AL5 3NS

Tel:

Mob:

Fax:

E-Mail:

Medical Director: Mr Yuin Chung Lok
MRCS, MBBS

Web:

Director: Mr Stephen Burton

Dog and Whistle Weekender

Introduction

The Dog & Whistle Weekender is a music festival with a variety of music tents, food and market stalls.

Held in Stevenage, Hertfordshire the event will be held on the weekend of 27th, 28th and 29th August 2021.

Pro Medicus Ltd is an Independent Ambulance Service based in Harpenden, Hertfordshire. The service has run for over 15 years and provides medical care from First Aiders to Doctors for a variety of events and ambulance services. Our event experience includes:

- Luton Mela
- Ciderthon
- Hatfield House
- Saracens Rugby Club
- 2019 World Paralympic Swimming Championships
- Various sporting events including football, rugby, boxing, equestrian, cricket & athletics

Intent

To provide medical cover to all staff, volunteers and visitors of the event. Treatment options provided will range from basic first aid to immediate life support.

Provision

Pro Medicus Ltd will be providing the following for the event:

- 2 x Frontline ambulance (can provide 4x4 vehicle if weather requires)
- 2 x IHCD Technician
- 4 x FREC 3 Ambulance Care Assistants

Hours: Friday 27th August 2021 – 17:00 – 23:00

Saturday 28th August 2021 – 12:00 – 23:00

Sunday 29th August – 12:00 – 23:00

Provision Definitions

The IHCD Technicians are fully qualified and have undertaken ILS Training appropriate to their role.

The Ambulance Care Assistants will be qualified to FREC3 and have received training in using an automated External Defibrillator, oxygen and Entonox.

A frontline ambulance consists of a marked emergency vehicle with the capability to transport a patient with a life-threatening illness or injury whilst providing treatment.

Treatment of injury

Patients who self-present or where Pro Medicus Ltd are notified there is a casualty, will be treated in accordance with the medic's level of training. It will be the responsibility of the IHCD technician to maintain an understanding of current incidents to allow for adequate triage of more serious injury.

Patients will be treated where they present unless extensive treatment is required. Should this be required they will be transferred back to the ambulance. During treatment, Patient Report Forms will be completed meeting Pro Medicus Ltd's minimum criteria for reporting of incidents. Due to their confidential nature, Patient Report Forms will not be available to event staff unless legal representation is made in writing to:

Pro Medicus Ltd
Unit 21, Thrales End Business Centre
Thrales End Lane
Harpenden
Hertfordshire
AL5 3NS

At the end of the event an Event Summary Sheet will be provided to the event organiser containing the following information:

- Number of incidents
- Gender of patients
- Dates of birth

- Whether the patient is staff, volunteer or visitor
- Whether the incident was an accident, illness or pre-existing condition
- Whether the patient returned to the event, was sent home or was taken to hospital

The information in the Event Summary Sheet can be passed on to additional suppliers and insurers by the event organiser as required.

Emergency Treatment

Where a patient requires emergency treatment (for example Anaphylactic Shock, Cardiac Arrest, Epilepsy), the IHCD Technician will take the lead when on site. Our medical staff will begin the level of treatment requirement up to the parameters of their qualifications. The IHCD Technician will co-ordinate the call to 999 being placed should this be necessary. Pro Medicus Ltd will not transport patients to hospital in our ambulance as this would leave the event without sufficient medical cover.

Injuries such as fractures and dislocations may be requested to travel to hospital by their own mode of transport where this is appropriate to the level of injury sustained.

Disposal of waste

Pro Medicus Ltd will retain and dispose of all clinical waste via our approved contractor. No clinical waste will be left on site by Pro Medicus Ltd staff.

Major Incidents

Should a major incident be declared, Pro Medicus Ltd will fall under the control of the local NHS Ambulance Service and their command structure.

Until the arrival of East of England Ambulance Services, Pro Medicus will begin to triage patients with the IHCD Technician providing a telephone link back to East of England Ambulance Service Control.

Statutory Requirements of Pro Medicus Ltd

Pro Medicus Ltd currently holds a valid CQC registration permitting us to triage, treat and transport patients anywhere in the UK. Our registration number is 1-219818538. The company also holds all motor, public liability and medical indemnity insurances required of such a service.

Certificates are available on request from [www.promedicus.co.uk](#). All staff are qualified to the level previously stated and hold valid certifications. Each staff member is enhanced DBS checked to ensure they are suitable to work with adults, vulnerable adults and children.

WATERBRIDGE EVENT SITE

“FROGMORE FIELDS”

SHOW STOP PROCEDURE

Permanent Show Stop or Temporary Show Stop

The show stop, or pause, is a rapid and controlled performance intervention to either prevent further risk, resolve a problem, or to initiate an evacuation. A show stop and evacuation are not mutually exclusive, and a show stop does not indicate an evacuation should occur.

Stopping an event in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the event continues. Temporary Show Stop is always preferable over a permanent show stop.

Advance preparation

In advance of the show, the following should be undertaken by the team:

Safety Manager

- Ensure copy of procedure is held by stage managers.
- Ensure copy of procedure is held by sound engineer.

Security Manager

- Ensure copy of procedure is held by stage area supervisors
- Ensure copy of procedure is held by response teams

Stage Managers

- As necessary brief artists and their managers on the procedure
- Setup a muted vocal mic stage left for announcements
- Agree an emergency lighting state with lighting team

Sound Engineer

- Ensure policy is read and understood

TEMPORARY SHOW STOP

Normal operations will be resumed following a Temporary Show Stop. Possible scenarios that may require a Temporary Show Stop include, but are not limited to:

- Power outage
- Crowd issues that are resolvable such as
 - surges during certain parts of the programme
 - medical incident etc.

Staffing

The following people can initiate a Temporary Show Stop:

- Site Manager / Premises License Holder
- Safety Manager
- Security Manager
- Stage Manager
- Event Manager

If there is serious and imminent danger, a member of this group may initiate an instant Temporary Show Stop without consultation from another member of the group but must inform Event Control immediately. The above staff may be issued with a show stop card. Presentation of this card is proof of this authority. (**Red card, may have the words ‘Show Stop’**)

Procedure for temporary show stop

The Stage Manager will be responsible for enacting a Temporary Show Stop procedure upon request from any of the management team listed above.

Emergency response procedures for temporary show stop		
Responsible	Action	Announcement
Stage Manager	Situation reported via face to face, radio, or phone	“Ladies and gentlemen, this is a security announcement. We are dealing with a minor incident and in the interests of audience safety you are required stay
	Prepare to halt the artist either directly or via their manager (as agreed in advance)	

	Ensure all technical crew are aware of the situation.	<p>patient and remain where you are. The show will recommence shortly”</p> <p>If it is a stop for excessive crowd pressure for example, the following messages may be more appropriate: “Ladies and Gentlemen. For the safety of those near the front of the stage, please take 3 steps back. Thank you” (Then commence counting to three slowly and repeat if necessary)</p>
	Standby and await further instructions	
	When told by Event Control, stop the performance and make the announcement, OR use the artist to communicate with the crowd if it is a crowd issue. Ensure the artist is clear about the message before allowing the message to be broadcast (use cue cards)	
	Check with engineer that channel is open on emergency mic	
	When instructed by Event Control, make the announcements	
	Escort artist off stage	
	Await further instructions	
Venue FOH engineer	Request from Stage Manager or Event Control to Temporary Show Stop	
	Ensure that emergency vocal mic is working and available for use.	
	Once Event Control have given the go-ahead, fade down all channels except main vocal mic	
	Await further instructions from Event Control	
	Remove yourself to an area of safety via the nearest exit, following directions from the security or stewards	

Incident attendance

Where possible, a Temporary Show Stop should be attended by the Safety Advisor, Event Manager, or Production Manager for assessment and to support the stage manager in the restart. The relevant person in attendance will depend

on the incident scenario (e.g. safety advisor for crowds, production manager for power, etc.).

If the situation escalates and they are required to attend ELT, then this requirement overrides they need to be present at the site of the incident.

Temporary Show Stop re-start

If an incident has been resolved the show can be restarted once confirmation has been given from EventControl. Any person authorized to enact a Temporary Show Stop is also authorised to restart the show again, but only once Event Control has confirmed the impact has not caused issues in other areas of the site.

PERMANENT SHOW STOP

Normal operations will **not** be resumed following a Permanent Show Stop. Possible scenarios that may require a show stop include, but are not limited to:

- Severe and recurrent crowd issues
- Structural Collapse
- Fire
- Off-site events (Evacuation or Show Stop initiated by Emergency Services)

Staffing

The following people can initiate a Permanent Show Stop

- Event Producer
- Production Manager
- Safety Advisor
- Event Controller
- Security Manager
- Stage Manager

All of the above have the authority, in consultation with the rest of the team, to initiate a show stop. No single person can call a Permanent Show Stop alone.

The above staff may be issued with a show stop card. Presentation of this card is proof of this authority. (Red card with the words 'Show Stop')

Procedure for permanent show stop

The Stage Manager will be responsible for enacting a Permanent Show Stop procedure upon request from any of the management team listed above. Please note that if there is serious and imminent danger, the Stage Manager may initiate

an instant Show Stop but must inform Event Control immediately. This should be a last resort decision as the implications of a venue Show Stop for the rest of the site need to be considered.

Emergency response procedures for permanent show stop		
Responsible	Action	Announcement
Stage Manager	Code Amber via face to face, radio, or phone	<p>ANNOUNCEMENT 4 on the pre-scripted list:</p> <p>Ladies and gentlemen, this is a security announcement. We are dealing with an incident and due to circumstances beyond our control it has become necessary to close the event early. Please leave using all available exits. Please do not run – leave calmly and follow instructions from the security and stewarding teams”</p>
	Prepare to halt the artist.	
	Switch to emergency channel if instructed (Channel tbc)	
	Ensure all technical crew are aware of the situation whilst maintaining radio silence.	
	Standby and await further instructions	
	When told by Event Control, stop the performance, escort the artist off stage.	
	Check with engineer that channel is open on emergency vocal mic	
	Make the announcement as agreed	
	Evacuate the stage along with all technical crew, move to a place of safety and await further instruction	
FOH engineer	Request from Stage Manager or EventControl to show stop	
	Change to emergency channel if on radio	
	Ensure that emergency vocal mic is working and available for use	
	Once artists have left their positions onstage, fade down all channels except main vocal mic	
	Move to a place of safety	

Further notes

If the show must be stopped, particular attention should be paid to the following:

- **Termination of power supplies:** Ensure that technical kit (including PA) is not required to assist with the evacuation of the venue before terminating supply.
- **Evacuation of Artist & VIP's:** The evacuation of artists and VIP's and their entourage into a public area can be a hazard in itself. The security team working in that area will handle movement of the artists to a safe place in accordance with standing instructions.
- **Vehicles:** In the event of an incident requiring the response of additional emergency services units other than those on duty within the site, the request must be directed through the Event Control. All designated roadways will be maintained by security teams under the direction of the head of security to allow access for emergency vehicles.

D&W Weekender

4 Acre Field, Waterbridge,

27/08/2021 - 29/08/2021

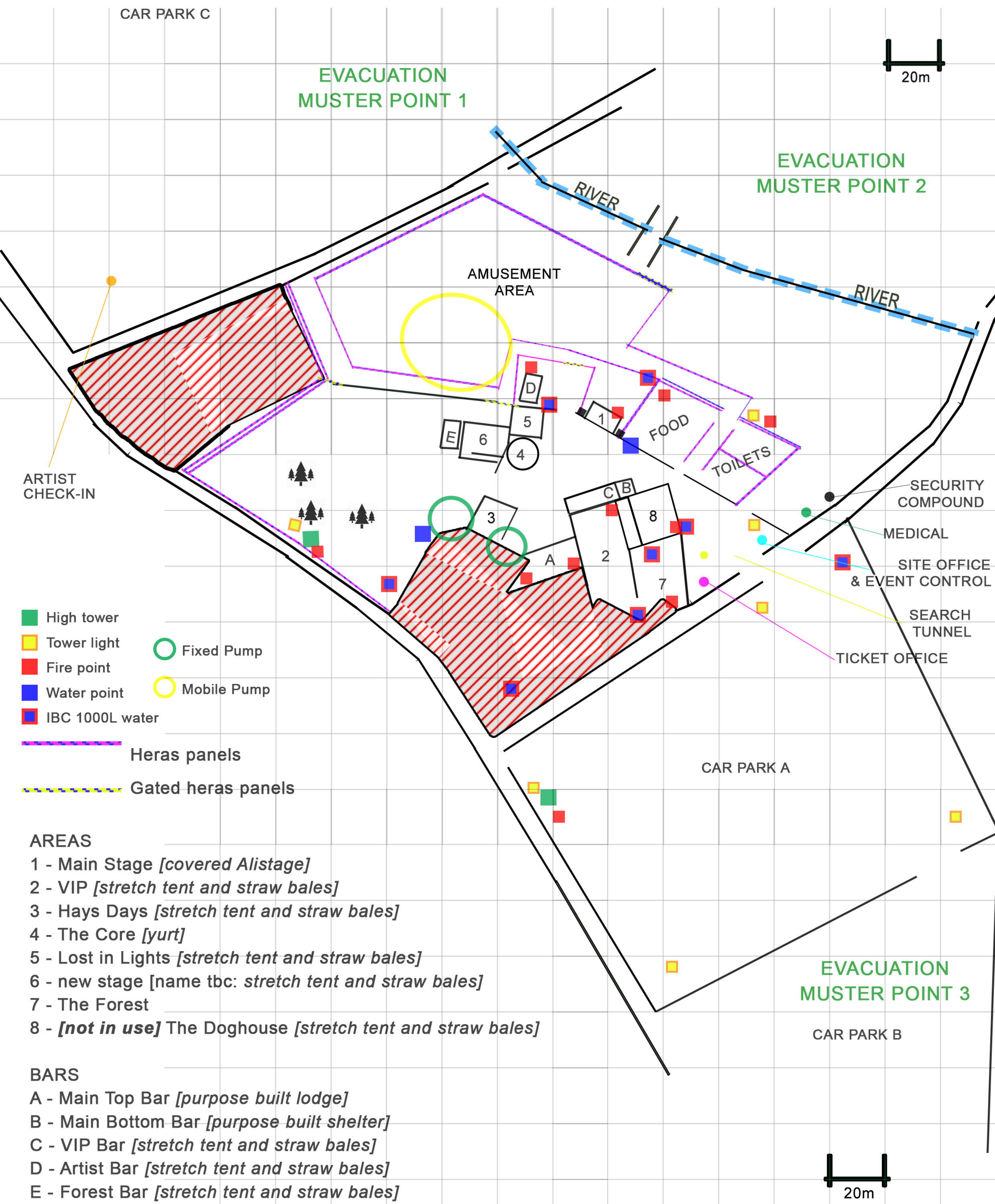
please note this is a work*Caterer Name****Name of food business operator****Address****Contact numbers**

Email address

Registering LA **Most recent food hygiene rating and date awarded**

Type of food/drink to be served NCASS

D&W WEEKENDER SITE MAP - 2021





EVACUATION
MUSTER POINT 2

RIVER

RIVER

AMUSEMENT
AREA

FOOD

TOILETS

A

C B

E

D

6

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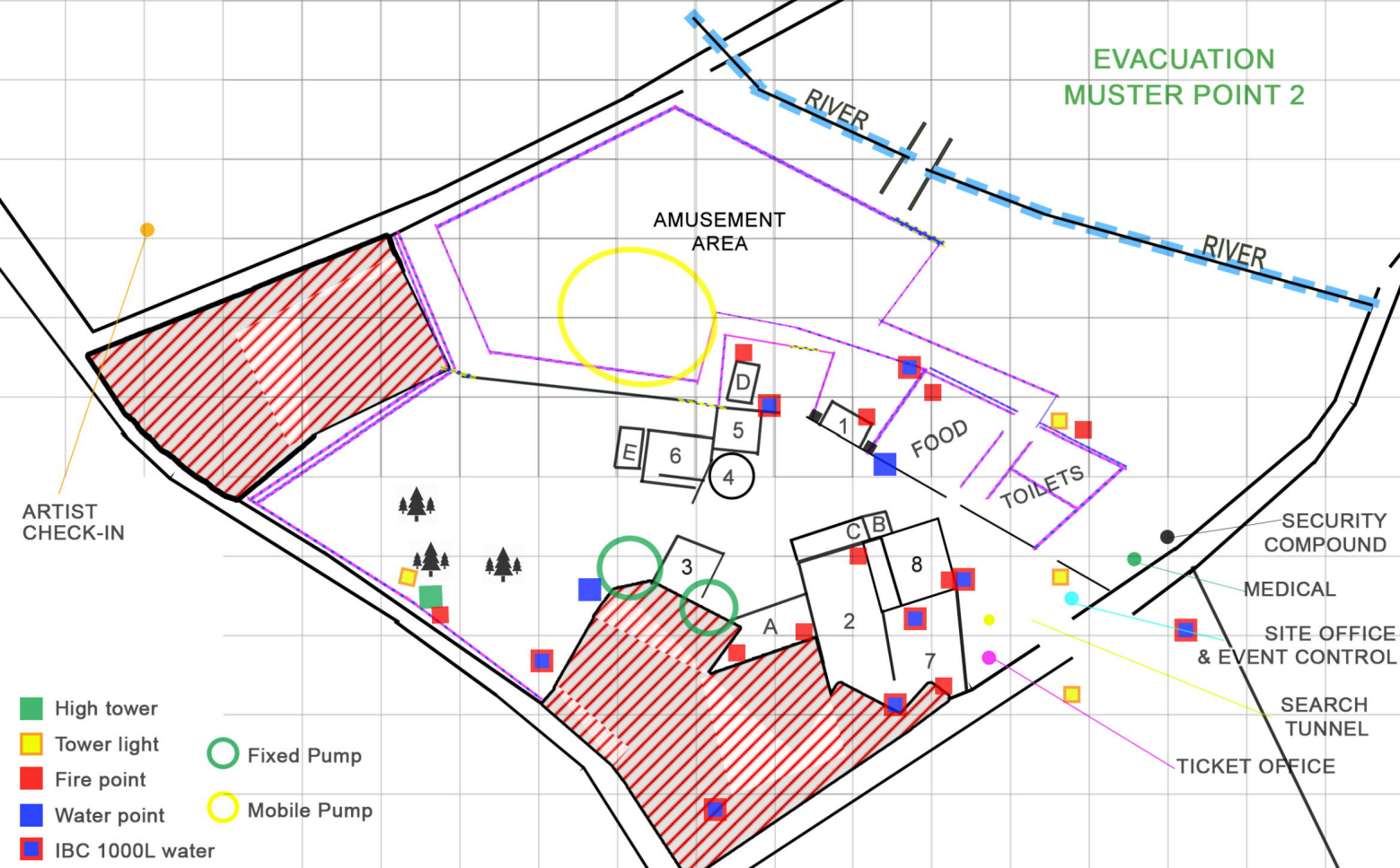
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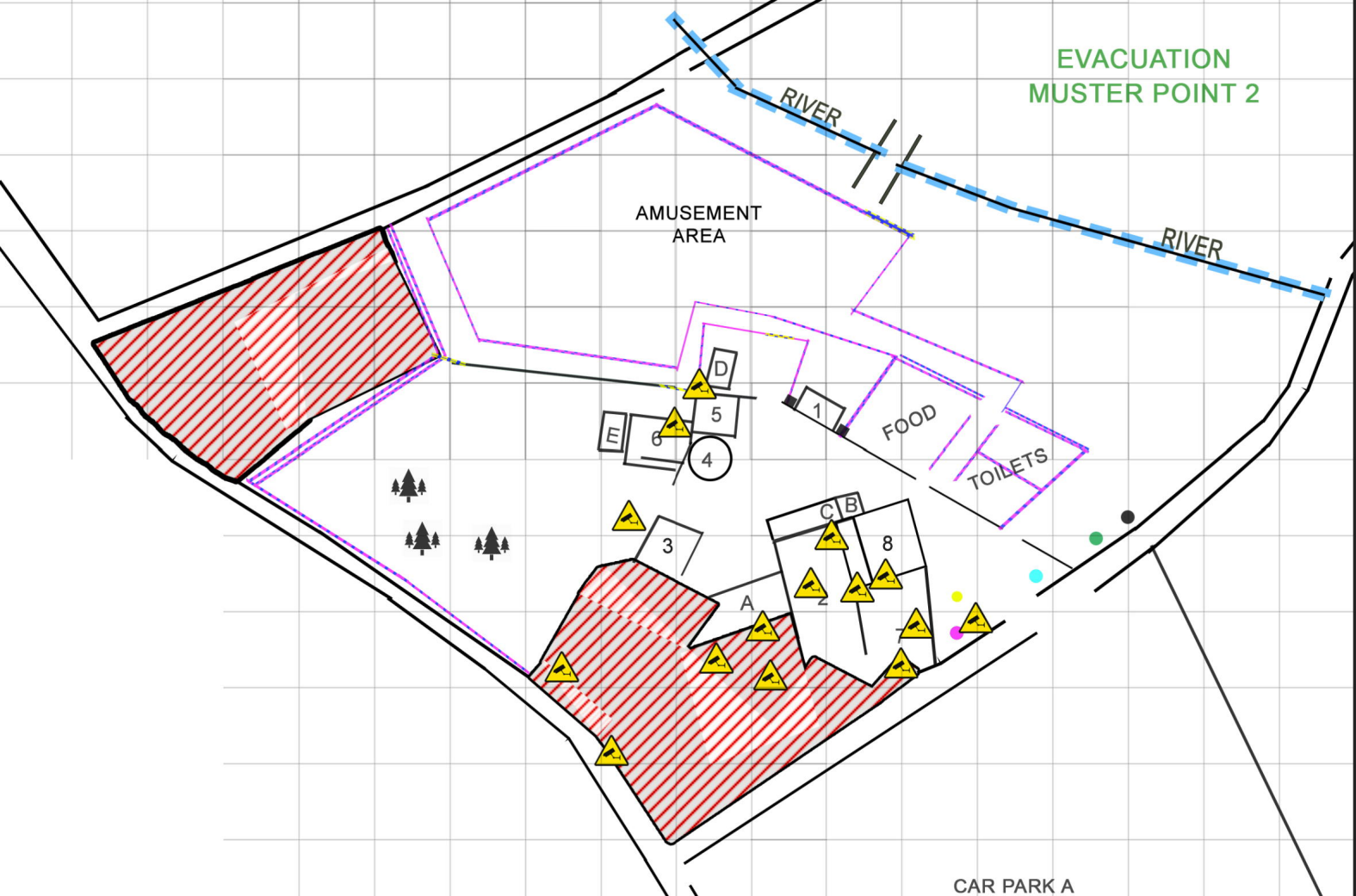
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EVACUATION
MUSTER POINT 2

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Event Risk Assessment: Dog & Whistle Weekender Aug 27th-29th 2021 - 4 Acre Field, Waterbridge, Frogmore Hill

Watton At Stone, Hertford, Hertfordshire, SG14 3RR

Written by _____, May 27th, 2021

To be reviewed by _____ on or after July 5th 2021 (post July event)

Provided for inclusion in the Event Safety Plan V1.0 May 2021

During Event Construction & Deconstruction

- RISK INDEX LIKELIHOOD: **L** 1 LOW 5 HIGH
- RISK INDEX SEVERITY: **S** 1 LOW 5 HIGH

HAZARD IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER CONTROLS	RESIDUAL RISK	
			L	S		L	S
<p>MANAGEMENT OF SAFETY</p> <p>Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent causing reputational issues to licence holder and other key stakeholders</p> <p>(Also, a risk during the event / performance phase)</p>	<p>MEMBERS OF PUBLIC</p> <p>EMPLOYEES</p> <p>CONTRACTORS</p> <p>KEY STAKEHOLDERS</p>	<ul style="list-style-type: none"> • Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million). For hire equipment for the event from an outside body or organisation (e.g. stage hire) it is the organisers responsibility to obtain written confirmation that they have their own employers & public liability insurance to meet claims resulting from their property / activities at the event. • All contractors to be pre-approved to include all Risk Assessments and Method Statements and insurance documentation to be reviewed and placed on file prior to appointment to the event. • Produce an Event Safety Plan which describes how the event organiser intends to manage safety; who has specific responsibilities; and how these will be carried out. • Establish a Safety Management Team which will be formed to put the actions outlined in the Company safety policy into practice • During the event (build, open to the Public and break phases) a Safety Officer will be appointed; this person to be deemed competent by all relevant parties and can demonstrate this competency and suitable experience of events management • Establish a clear list of command & control, defining roles and responsibilities allowing decision making easy across the management team • Show Stop Procedures to be drafted for each event and these to be communicated to all relevant parties. • Social media to be monitored live during event to highlight any potential reputational risk issues. Coherent response protocols to be in place to respond to such issues, e.g. what to comment, who will comment etc. • Effective communications, and tested to reach all parts of site, either 2-way radio or mobile telephones. If mutli-channel used radio operator designated to monitor all channels. All radio operators clear on radio 	1	2	None, prior controls are sufficient.	1	2

		<p>protocols, key words which are to be agreed in advance and communicated to all agency's</p> <ul style="list-style-type: none"> • Correct licenses to be in force and adhered to for event, e.g. Premises License, TENS etc. • Geographical areas of licenses to be made clear and adhered to • All other conditions such as operating times and other restrictions to be adhered to 					
<p>USE OF CONTRACTORS</p> <ul style="list-style-type: none"> • Inadequate health and safety procedures leading to hazardous situations and potential injuries 	<p>MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS</p>	<ul style="list-style-type: none"> • Ensure that any contractors or subcontractors hired to build the stages erect marquees or stalls etc, are competent in managing their own health and safety on site • Request copies of the contractors' safety policies, risk assessments for their work, safety method statements and public liability insurance prior to employment; this paperwork to be adequate, suitable and sufficient • Where client-preferred contractors are used, liability will transfer to client in all cases. However, checks on paperwork and practices will still be undertaken 	4	4	None, prior controls are sufficient.	1	3
<p>LACK OF COMMUNICATION WITH THE LOCAL AUTHORITIES</p>	<p>MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS</p>	<ul style="list-style-type: none"> • Organiser to ensure that the events are advanced to all local authority partners via a SAG to ensure dialogue is established to allow for planning on a local and regional level • Organiser to produce and distribute an Event Safety Plan to an agreed distribution list via the SAG • SAG meetings to take place as agreed, no more than on a monthly basis • Publication of the final Event Safety Plan will be on or before 4th June 2021 	1	1	None, prior controls are sufficient.	1	1
<p>UNAUTHORISED ACCESS TO SITE</p>	<p>MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS</p>	<ul style="list-style-type: none"> • Logistics and delivery schedule to be given to site access gate • All perimeter entrance and exits to be either staffed or secured whilst allowed for emergency egress. • Passes to be issued to all non-uniform working personnel 	1	2	All staff to be in uniform and hi-viz tabards, anyone without either this is to be challenged as they should not be on site	1	1
<p>ELECTRICITY / POWER AND DISTRIBUTION / POWER FAILURE</p>	<p>MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS</p>	<ul style="list-style-type: none"> • An approved electrician will service the site / event • All equipment to be connected by a qualified electrician. • Electrical equipment regularly inspected and tested by a competent person according to the inspection schedule • A 'user check' of electrical items will be carried out by Employees using, rigging and operating electrical equipment at the beginning of any event. Any defects should be reported, and the equipment taken out of service until it has been repaired • Employees are aware of how to safely turn off the electricity supply in the event of an emergency and the location of any distribution boxes. 	1	3	Site Manager to liaise with Power supplier / contractor to ensure all process are being adhered to and all completed documentation is sign off and filed in the Production / Control Office	1	3

		<ul style="list-style-type: none"> • A safe working distance should be maintained around electrical distribution boxes to allow access • In adverse weather conditions, all electrical equipment to be IC rated or positioned to not be in danger of exposure to water from rain or any run off channels whether on the ground or on stage/ performance/ work areas • Portable electrical appliances to be PAT tested • Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements • 30mA RCDs will be used on all final circuits where staff or MOTP can come into contact with the electricity supply. • All electrical equipment and cabling to be weather rated for outdoor use where necessary • Battery drivers and/or 110v items to be used only • If an event requires the running of cables to a position other than within the stage boundaries, (e.g. a Front of House operating position) every effort will be made to minimize the Publics' access to these cables. This minimises both the danger to the Public from trips, slips and electric shock, and damage to the cables. • Where access is unavoidable, any cabling will be suitably covered with cable mat, cable trap or, if the situation allows, buried underground. • Generators will be earth bonded and serviced by electrician only. • All generators (inc fuel supplies) & tower lights to be sited in a suitable area and to be isolated from the public. • A completion and safety certification to BS7909:2011 is required from the Electrician for each supply connected. • Suitable firefighting equipment to be available at each power source. • Synced pairs of generators to be used to ensure contingency for power failure to site • Tower lights to be self-powered to ensure emergency provision of site lighting at all times • 					
TEMPORARY STRUCTURES	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Where marquees or other structures in place that use guys, ropes etc, these to be highlighted as much as possible, and placed in areas to cause least nuisance as much as possible. • All suppliers of temporary structures to either be MUTA accredited or follow MUTA guidelines when erecting their structures. 	1	3	<ul style="list-style-type: none"> • Organizer will ensure that all structural calculations / rigging plots and audio and lighting designs are exchanged to ensure 	1	2

		<ul style="list-style-type: none"> • All materials to be fire retardant and certification to be available during the event to this effect. • Weather conditions, specifically wind rates, to be considered within safety plans and checked at daily intervals and any change in conditions to be dealt with in line with the supplier's method statements and weather conditions action plans. • Once structure is erected, this is not to be altered by ANY person except the contractor. • Supplier method statements and risk assessments to be consulted, checked and approved prior to construction. • Authorized access only to areas designated by Site Manager and contractor. • For marquees capacities will be monitored. • Structures to be suitably sited with regards to ground conditions, contact with overhead and underground services, gradients etc. • Emergency plans in place for partial and/or full structural failure • All structures subject to safety checks by the Event Safety Officer and other relevant parties prior to use. These to be signed off and documented. • Predominantly wooden structures will be independently assessed, and controls be in place to specifically protect from catching fire • All equipment suspended from a permanent or temporary structure or fixing will be done so as not to provide a hazard to those involved in the event or cause an obstruction. • Any suspended item must not block or restrict access to walkways, access points or emergency exits • All hanging drapes, props or decorations to be appropriately treated with a flame retardant • Hanging equipment suspended by non-metallic fastenings must, where required, be tethered with secondary fastenings of metallic construction, suitable to hold the weight of the item suspended in the event of the main fastening failing • Use of counterweight flying systems, lighting rigs etc and their construction to be covered by contractor's risk assessments and only used by competent persons. 			<p>that all designs can be suitably achieved within the capabilities of the structures being used at the event. This may result in subsequent redesign to work with the SWL of the structure.</p> <ul style="list-style-type: none"> • Once any structure is built a completed sign off document / completion certificate must be produced and signed off by the responsible person for the site and event records. 		
STRUCTURAL COLLAPSE	MEMBERS OF PUBLIC EMPLOYEES	<ul style="list-style-type: none"> • Specialist Contractors have been engaged to undertake installation of temporary structures. They will operate their own method statements 	1	3	<ul style="list-style-type: none"> • Completion Certificates to be signed off after 	1	2

	CONTRACTORS KEY STAKEHOLDERS	<p>and risk assessments; this will be monitored by the Site Manager and Safety Manager</p> <ul style="list-style-type: none"> • Information supplied to contractors to ensure that correct designs are carried out on all structures, specifically all sound and lighting designs and rigging requirements • Contractors carry out site visits to ensure that structures are suitable for the intended location and use. • Paperwork such as certifications and risk assessments to be provided in advance, checked, understood and approved prior to delivery to site • As such the contractors approved risk assessment(s) are the over-arching safety document / risk assessment for use • Structures to be suitably secured and barriered off to prevent public access • Once constructed this will be checked by the Event Safety Officer, Site Manager and Production Manger prior to use • Suitable ground conditions for siting of equipment; bear in mind inclement weather affects as laid out in this risk assessment. • Structure to be sited so as not to compromise either general or emergency access and egress and crowd blockages and in line with the site plan • Use during inclement weather to follow the specific operating procedures for this structure 			<p>each structure is completed</p> <ul style="list-style-type: none"> • Certificates to be held in Site Managers Office with suppliers Method Statement, Risk Assessments, Safety Policy and Insurance documents 		
TERRORIST / BOMB THREAT	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Intelligence from Hertfordshire Police to be used to evaluate any threat • Procedure in the Event Safety Plan to be followed. • Working personnel to be given written briefing notes • Vehicle movement to be monitored on and off site • Site is to be secured 24 hours a day • Working staff must have accreditation and inducted. • Site must remain tidy at all times 	1	5	All staff and stewards to be briefed and given written instructions on emergency action plan and code words	1	5

FIRE	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Fire risk assessment (FRA) to be in place either for the event itself or the premises in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005 or confirm that one exists that covers the event or premises. Such an assessment should be produced by a competent person and factor any event unique risks such as pyrotechnics. • The risk assessment will assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly. • Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event e.g the fire officer, sag meetings, emergency plan • Maintain suitable access and egress for emergency vehicle, including use of internal “fire lanes” for emergency vehicles • Where appropriate put in place road closures to allow for access for emergency vehicles • Where appropriate liaise with Fire Service regarding the event • Ensure adequate provisions in place with regards to competent fire Marshalls or wardens exist at all times • Fire prevention measures to be in place for potential ignition sources • Ensure that adequate evacuation plan is in place and where necessary practiced • Ensure all exits and exit routes are kept clear at all times without exception • No unnecessary build up of waste 	2	4	<ul style="list-style-type: none"> • Introduce Fire Marshall role to the event management structure to monitor all firefighting equipment, oversee concessions and monitor site during the open to public phase • Establish communications with surrounding buildings and business to allow for two communications in the instance of a fire alerts. 	1	3
WORKING AT HEIGHT	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Working at height to be avoided wherever possible • When deciding upon working at heights and any access equipment to be used, the hierarchy contained within the Working at Height Regulations (2005) to be adhered to • No unnecessary use of ladders where other alternatives can be reasonably and practicably used • Only trained & competent operatives • Report any ill health • Only competent person to erect / modify access equipment. • Assess work area, overhead / protruding items prior work • Use of safety helmets or bump caps to be used when working at height 	2	5	<ul style="list-style-type: none"> • Event Safety Officer, Production Manager, Site Manager will all be on site prior to any contractor commences any works ensuring a presence to discuss, observe and evaluate all working practices and that they are in line method statements submitted to the client 	1	3

		<ul style="list-style-type: none"> • Ensure safety features are used or in place at all times & used e.g Hand rails • Ensure equipment is correctly angled • Ensure any ladders are either footed, tied off, or stabilizing device is used • Always keep three points of contact with ladders • No placement of equipment on uneven, soft ground, or where it can be knocked/collided with or causes an obstruction • Daily equipment checks prior to use. Defects, do not use, tag as defective / condemned • No exceeding of safe load limit for access equipment • Do not over lean / overreach on equipment or balance items on rails • Secure equipment to prevent unauthorized access, remove ladders & store correctly • For riggers, ensure these are suitably competent and qualified / trained for the task and prior to being engaged via the contractor approval process. • Where safety items such as harness and lanyard are used, these to be fit for purpose and subject to legally dictated inspection regimes, as well as pre-use checks • No overloading of materials and/or equipment 			in the contractor approval process		
MANUAL HANDLING	EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training • Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling • Minimize repetitive bending wherever possible and ensure employees/volunteers take regular breaks • Use individuals who have been trained in techniques or provide basic training in manual handling techniques. • Report any ill health. • Access travel route prior to manual handling • Use transporting aids where possible such as sack barrow, wheeled boards, loading ramps, etc, to minimize need for manual lifting where possible • No lifting loads more than 25kg at waist height, load close to body. Reduce weight above & below waist height • Ask for assistance where necessary 	2	3	Site Manager and Production Manager to review process at the start of each working day specifically addressing this point to ensure compliance.	1	3

SLIPS TRIPS AND FALLS	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Pre-site assessment to be carried out to identify natural hazards including, but not limited to; uneven or loose work surfaces such as gravel or loose stone, grassed areas, watercourses, embankments and steep slopes, curb stones, etc. • Emergency routes to be of adequate width and kept clear at all times. • Physical hazards to be moved where practical or, when not possible highlighted with warning tape and staff made aware of location. • Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. 	2	2	Event Safety Manager and Site Manager to ensure site is assessed prior to build and also to walk / monitor the site regularly to observe any change in conditions due activity or weather	1	2
C.O.S.H.H. & OTHER HAZARDOUS ITEMS	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Adequate spill kits to be kept on site pertinent to the products and quantities of such on site • Competent and trained persons are available on site to use the spill kits • Spillage procedures to be either orally or written discussed in plans to avoid primarily any hazardous substance entering the fresh water supply • Protocols in place to inform relevant agencies should a hazardous product enter the fresh water supply • Correct PPE to be worn by personnel involved in spillage operations. • Supplies of hazardous materials to be kept to an absolute minimum on site; any hazardous waste to be disposed of correctly and waste transfer notes retained • Petrol must not be used and other fuels to be kept to an absolute minimum and in double skinned containers. If this is not possible then a bunded area will be required • Drip trays and full procedures in place for refueling; this to be done in designated areas only • Any items of this nature to either be kept in storage area or be directly in use • Storage of LPG, fuels and similar explosive hazard items to be kept away from public, in one central place where possible and away from ignition sources • Correct handling techniques and equipment to be used for transporting these items in and around the site 	1	3	Event Safety Manager and Site Manager to ensure site all contractors and arrangement comply with the controls details and monitor site and storage arrangements accordingly.	1	2

		<ul style="list-style-type: none"> • They will preferably be in a locked cage wherever possible; should this not be the case they should be kept locked up securely by a chain or similar. This storage area to be at least 2 metres from any building or TDS. Likewise, they need to be protected from heat build up and direct sunlight • Storage areas not to be on evacuation routes • Any storage areas need to be marked up with the appropriate hazards; these should also be included in site plans and the Fire Risk Assessment • Non-hazardous products are to be used for special effects (SFX) ; such as mist instead of dry ice for smoke effects • If pyrotechnics and other similar SFX are used then a separate risk assessment is to be drafted by the appropriate subcontractor employed; these risk assessments to be understood, checked and approved prior to event. • Only trained and authorized personnel are allowed to set up and operate Smoke, Haze or Fog machines. • Appropriate action to prevent hazards by these items will be taken by the Trained Employees involved in their operation. • During their use, constant monitoring should be carried out to ensure the environment in which they are being operated is consistently safe to do so. • Any further hazardous items that are to be stored during the event such as quantities of paints, thinners etc to be suitably stored. The use of such should be covered by construction risk assessments 					
VEHICULAR MOVEMENT, SITE VEHICLES including VEHICLES ARRIVALS	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Trained & competent persons only • Use designated traffic routes & parking areas only • Avoid creating obstructions • Traffic routes and traffic to be kept as far away from structures as is possible. • Where traffic has come within 4 metres then physical barriers to be in place wherever possible to mitigate impact. Signage, hazard tape and other similar non-physical separation to be discouraged unless there is absolutely no other alternative • Only trained, competent and in some cases legally qualified operators to use site vehicles • Use of hi viz & competent person for all reversing operations. Stay in line of sight of driver at all times • All staff to wear hi viz when in traffic areas 	2	2	<p>Event Safety Manager and Site Manager to ensure site all contractors and arrangement comply with the controls details and monitor site and vehicle movements.</p> <p>Strict delivery and logistics schedule to be adopted</p>	1	2

		<ul style="list-style-type: none"> • Site traffic during Event Live to be kept to absolute minimum • Those site traffic needing to access any public areas need to be banked by a competent person; additional stewards should also be employed • Site speed limits to be strictly adhered to and should be an absolute maximum of 5mph unless otherwise dictated • All safety features need to be in place and fully functional for site vehicles; these include a flashing beacon and audible warning • Site traffic shall not access public highways unless they are fully DVLA registered to do so; the only exception being crossing points controlled by competent staff • All vehicles to be fully maintained, serviced and checked prior to use in line with specific guidelines pertinent to the type of vehicle • Refuelling of any site vehicles to be as laid out on the COSHH section 					
INCLEMENT WEATHER	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Employees / contractors to be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate • Organizer to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc) • All structures to be checked after high winds and signed off (dictated by the installer / constructor) • Working at heights in high winds will be kept at a minimum, Event manager & safety officer to monitor and advise. • Weather forecasts to be consulted pre-event • Equipment to have adequate ventilation and checked especially during hot weather • Ground conditions to be prepared for rainy weather where possible • Ground conditions to be checked for stability during / after rainy weather for suitability of access. Also to check conditions under structures so as to ensure stability of structure • Staff to take more breaks in sheltered areas during inclement weather • All electrical equipment and cables to be ip rated to protect from rain; these to be checked regularly • Ensure there is an adequate supply of water to prevent dehydration • Foul weather clothing comes under the Personal Protective Equipment at Work Regulations 1992 and should be provided where deemed necessary • Also, sun block cream will also be provided to staff that are exposed to sunlight 	3	2	<ul style="list-style-type: none"> • Weather forecasts to be consulted daily and posted in Event Control and also briefed into the management team at the daily morning induction process for the potential for any specific risks to site or the event so all staff are prepared for an incoming change in conditions 	3	1

		<ul style="list-style-type: none"> • More breaks for staff are required in sheltered areas during excessively hot periods • In some locations dust may become a risk to all and as such areas may require water spraying on to the area and or dusk masks can be provided if required 					
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Watton At Stone, Hertford, Hertfordshire, SG14 3RR

Written by _____, May 27th, 2021

To be reviewed by _____ on or after July 5th 2021 (post July event)

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During Performance

- RISK INDEX LIKELIHOOD: **L** 1 LOW 5 HIGH
- RISK INDEX SEVERITY: **S** 1 LOW 5 HIGH

HAZARD IDENTIFIED	GROUPS OF PERSONS AT RISK	EXISTING CONTROLS	RISK INDEX		FURTHER CONTROLS	RESIDUAL RISK	
			L	S		L	S
STRUCTURAL COLLAPSE	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Specialist Contractors have been engaged to undertake installation of temporary structures. They will operate their own method statements and risk assessments; this will be monitored by the Site Manager and Safety Manager • Information supplied to contractors to ensure that correct designs are carried out on all structures, specifically all sound and lighting designs and rigging requirements • Contractors carry out site visits to ensure that structures are suitable for the intended location and use. 	1	3	<ul style="list-style-type: none"> • Completion Certificates to be signed off after each structure is completed • Certificates to be held in Site Managers Office with suppliers Method Statement, Risk Assessments, Safety 	1	2

		<ul style="list-style-type: none"> • Paperwork such as certifications and risk assessments to be provided in advance, checked, understood and approved prior to delivery to site • As such the contractors approved risk assessment(s) are the over-arching safety document / risk assessment for use • Structures to be suitably secured and barriered off to prevent public access • Once constructed this should be checked by the Event Safety Officer, Site Manager and Production Manger prior to use • Suitable ground conditions for siting of equipment; bear in mind inclement weather affects as laid out in this risk assessment • Structure to be sited so as not to compromise either general or emergency access and egress and crowd blockages and in line with the site plan • Use during inclement weather to follow the specific operating procedures for this structure • Only trained and competent personnel to use this equipment 			Policy and Insurance documents		
TERRORIST / BOMB THREAT	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Intelligence from Hertfordshire Police to be used to evaluate any threat • Procedure in the Event Safety Plan to be followed • Working personnel to be given written briefing notes • Vehicle movement to be monitored on and off site • Site is to be secured 24 hours a day • Working staff must have accreditation and inducted • Site must remain tidy at all times 	1	5	All staff and stewards to be briefed and given written instructions on emergency action plan and code words	1	5
FIRE / FIRE SAFETY	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Produce a fire risk assessment (FRA) should be in place either for the event itself or the premises in order to meet requirements of the Regulatory Reform (Fire Safety) Order 2005 or confirm that one exists that covers the event or premises. Such an assessment should be produced by a competent person and factor any event unique risks such as pyrotechnics. • The risk assessment should assist in ensuring that all necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly. • Take care for premises that are used for other purposes predominantly other than the event in question. In such cases, such as sports stadia used for concerts, a new and separate Fire Risk Assessment will need to be drafted. 	2	4	<ul style="list-style-type: none"> • Introduce Fire Marshall role to the event management structure to monitor all firefighting equipment, oversee concessions and monitor site during the open to public phase • Establish communications with surrounding buildings and business to allow for two communications in 	1	3

		<ul style="list-style-type: none"> • Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event • Maintain suitable access and egress for emergency vehicle, including use of internal “fire lanes” for emergency vehicles • Where appropriate put in place road closures to allow for access for emergency vehicles • Where appropriate liaise with Fire Service regarding the event • Ensure adequate provisions in place with regards to competent fire Marshalls or wardens exist at all times • Fire prevention measures to be in place for potential ignition sources • Ensure that adequate evacuation plan is in place and where necessary practiced • Ensure all exits and exit routes are kept clear at all times without exception • For larger sites, safe havens to be created to cater for evacuees, especially those with mobility issues • Those with mobility issues to be identified and resources to be in place for their evacuation; likewise, this should be built into the fire plan • Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair. All equipment should comply with relevant British Standards • No unnecessary build up of waste 			the instance of a fire alerts.		
POWER & DISTRIBUTION ELECTRICAL FAILURE	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • An approved electrician will service the site / event • All equipment to be connected by a qualified electrician. • Electrical equipment regularly inspected and tested by a competent person according to the inspection schedule • A ‘user check’ of electrical items should be carried out by Employees using, rigging and operating electrical equipment at the beginning of any event. Any defects should be reported, and the equipment taken out of service until it has been repaired • Employees are aware of how to safely turn off the electricity supply in the event of an emergency and the location of any distribution boxes. • A safe working distance should be maintained around electrical distribution boxes to allow access 	1	3	Site Manager to liaise with Power supplier / contractor to ensure all process are being adhered to and all completed documentation is sign off and filed in the Production / Control Office	1	3

		<ul style="list-style-type: none"> • In adverse weather conditions, all electrical equipment should be positioned to not be in danger of exposure to water from rain or any run off channels whether on the ground or on stage/ performance/ work areas • Portable electrical appliances to be PAT tested • Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements • Isolation of services, lock & test out. All circuits treated as live until verified dead <ul style="list-style-type: none"> • 30mA RCDs will be used on all final circuits where staff or MOTP can come into contact with the electricity supply. • • All electrical equipment and cabling to be weather rated for outdoor use where necessary • Battery drivers and/or 110v items to be used only • If an event requires the running of cables to a position other than within the stage boundaries, (e.g. a Front of House operating position) every effort should be made to minimise the Publics' access to these cables. This minimises both the danger to the Public from trips, slips and electric shock, and damage to the cables. • Where access is unavoidable, any cabling should be suitably covered with cable mat, cable trap or, if the situation allows, buried underground. • Generators will be earth bonded and serviced by authorised personnel. • All generators (including fuel supplies) & tower lights to be sited in a suitable area and to be isolated from the public. • A completion and safety certification is required from the Electrician for each supply connected. • Suitable firefighting equipment to be available at each power source. • Synced pairs of generators to be used to ensure contingency for power failure to site • Tower lights to be self-powered to ensure emergency provision of site lighting at all times 					
OVERCROWDING	MEMBERS OF PUBLIC EMPLOYEES	<ul style="list-style-type: none"> • Ensure the event location and site is assessed and occupancy and means escape calculations are produced and that the event capacity is set to ensure that those at risk can enter and exit the site within the guidance 	2	4	<ul style="list-style-type: none"> • Additional staff deployed to operate as spotters in locations on 	1	3

	CONTRACTORS KEY STAKEHOLDERS	<p>outlined in the Purple Guide and other supporting guidance depending on the nature of the site.</p> <ul style="list-style-type: none"> • Appointment of a recognised Crowd Management provider • Production of a Crowd Management Plan • Ensure adequate access for wheelchair users is provided • Ensure there are adequate entrances and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the area. The Purple Guide should be consulted for further guidance • Ensure there is sufficient supervision for the event (e.g. SIA and stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios / PA system). The Purple Guide should be consulted for further guidance These should be documented in the Event Safety Manual where applicable • Produce an Event Safety Plan to designate crowd access and egress routes, segregation arrangements, including temporary barriers to be fit for purpose (e.g. MOJO barriers) subject to pre-event inspection and remedial action prior to admittance of public • Ongoing monitoring during event by Head of Security • Planning of ingress to ensure safe, secure and timely entry into the event is possible; extra resources may need to be implemented at certain key times • Crowd dynamics to be pre-assessed to assist with planning of crowd control issues • Capacity numbers to be decided and adhered to, both in full and in specific areas. These are to be in line with guidance available in The Purple Guide and the event management plan. • These to be monitored by designated staff using whatever methods are deemed appropriate (e.g. clickers etc). Ultimately the Event Safety Officer needs to be aware of numbers present and densities at all times. • Specific Show Stop and Evacuation procedures for each event to be in place • With regards to violence related issues, ongoing monitoring during event by Event Security Manager who have experience dealing with such behaviour. • A security / stewarding deployment plan to be in place and to be site/event specific 			<p>site which are identified at either potential pinch points or areas of potential high density such as entrance, in front of stage and bar areas. Staff to report density to Control room every 15 minutes during event but immediately on any potential development of overcrowding which will be investigated by the Event Safety Officer</p>		
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		<ul style="list-style-type: none"> Security personnel should have relevant qualifications and/or experience and training pertinent to the role they are performing under the SIA accreditation scheme. 					
WORKING AT HEIGHT	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> Working at height to be avoided wherever possible When deciding upon working at heights and any access equipment to be used, the hierarchy contained within the Working at Height Regulations (2005) to be adhered to No unnecessary use of ladders where other alternatives can be reasonably and practicably used Only trained & competent operatives Report any ill health Only competent person to erect / modify access equipment. Assess work area, overhead / protruding items prior work Use of safety helmets or bump caps to be used when working at height Ensure safety features are used or in place at all times & used Ensure equipment is correctly angled Ensure any ladders are either footed, tied off, or stabilizing device is used Always keep three points of contact with ladders No placement of equipment on uneven, soft ground, or where it can be knocked/collided with or causes an obstruction Daily equipment checks prior to use. Defects, do not use, tag as defective / condemned No exceeding of safe load limit for access equipment Do not over lean / overreach on equipment or balance items on rails Secure equipment to prevent unauthorized access, remove ladders & store correctly For riggers, ensure these are suitably competent and qualified / trained for the task and prior to being engaged via the contractor approval process. Where safety items such as harness and lanyard are used, these to be fit for purpose and subject to legally dictated inspection regimes, as well as pre-use checks No overloading of materials and/or equipment 	2	5	<ul style="list-style-type: none"> Event Safety Officer, Production Manager, Site Manager will all be on site prior to any contractor commences any works ensuring a presence to discuss, observe and evaluate all working practices and that they are in line method statements submitted to the client in the contractor approval process 	1	3
CRIME & DISORDER	MEMBERS OF PUBLIC EMPLOYEES	<ul style="list-style-type: none"> As much equipment as is reasonable and practicable to be removed from at the end of each day; all other remaining equipment to be adequately secured and/or monitored 	1	3	None, prior controls are sufficient.	1	3

	CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • CCTV coverage to be used where possible to assist • Intelligence obtained from their relevant sources, such as the Police or previous event histories, to be disseminated to our staff on the ground regarding specific risk elements • Ongoing monitoring during event by Event Security Officer / SIA / Stewards. • Audience profile to be pre-assessed for each event • Only authorized persons to access equipment and none public areas • A Crowd Management Plan to be in place and to be site/event specific and contain procedures and plans for dealing with issues arising • SIA to have suitable PPE • Searching upon entry procedures to be in place as decided by relevant parties and/or local authorities. This to be determined upon assessed risk factors of crowd dynamics • Cash lifts from bars and other cash outlets to be determined randomly by either the DPS and licensees only, or designated persons for unlicensed events. No advance timings to be disclosed or even planned • Cash lifts to be undertaken discretely and utilising SIA to assist where applicable • It is the responsibility of cash taking vendors to have adequate security in place for their own cash • Large sums of cash to be removed from site or taken to pre-designated secure areas, safes etc whenever possible; insurance cover to be in place to cover amounts on site 					
SLIPS TRIPS AND FALLS	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Pre-site assessment to be carried out to identify natural hazards including, but not limited to; uneven or loose work surfaces such as gravel or loose stone, grassed areas, watercourses, embankments and steep slopes, curb stones, etc. • Emergency routes to be of adequate width and kept clear at all times. • Physical hazards should be moved where practical or, when not possible (e.g. street furniture), highlighted with warning tape and staff made aware of location. • Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. 	2	2	Event Safety Manager and Site Manager to ensure site is assessed prior to build and also to walk / monitor the site regularly to observe any change in conditions due activity or weather	1	2

FIRST AID INCIDENT / MEDICAL EMERGENCY	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS KEY STAKEHOLDERS	<ul style="list-style-type: none"> • Ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile) to produce an event medical plan in line with the guidance within the Purple Guide and in consultation with the events appointed medical supplier / healthcare professional • Share the event management plan and medical plan with local emergency services to ensure through communication has taken place • First aid kits to be kept on site, along with a compliant accident book and an understanding of RIDDOR guidelines for employees and members of the public • Trained first aiders only to deal with accidents and injuries • Adequate “fire lanes” kept clear at all times for ambulances; ensure sufficient access and egress to the site itself is in place • Calls to emergency services only come from Event Control room who will ensure clear communication and staff are ready to meet the emergency services at the designated Rendezvous Point • First Aid provision to be available through the life of the event this means build, event and break phases, not just the event or open to the public phase. 	1	5	No additional control the risk and severity remain the same.	1	5
LACK OF WELFARE PROVISIONS	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Ensure that adequate toilet provisions have been provided, including adequate numbers of female to male ratio and enough disabled toilets. Guidance for the numbers required is to be found in the relevant section of the Purple Guide • Running water or hand sanitizer as a means of washing hands to be provided in line with the toilet provision • These toilets need to be kept clean at all times and will be emptied in most cases by the contractor providing them. • Any chemicals used need to be COSHH assessed or included in the COSHH section of this risk assessment provided by the supplier • Care to be taken when emptying and/or adding cleaning chemicals to avoid spillages; should a spillage occur please refer to the COSHH section • Toilets to be sited at appropriate and in line with the Site Plan which allows for members of the public to readily access the services but not cause crowd blockages so far as is reasonably practicable, and also not to block walkways and evacuation routes 	1	3	Site Manager to liaise with Toilet supplier / contractor to ensure staff on site to deal with cleansing and COSHH	1	2

		<ul style="list-style-type: none"> • Toilets to be sited on adequate ground conditions and signed off before use. Take into account possible effects of inclement weather on ground conditions as laid out in this risk assessment • In addition, suitable and sufficient rest facilities shall be provided at readily accessible places for staff. These to be sheltered from all elements • All hazardous waste to be removed from site. 					
INCLEMENT WEATHER	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Employees / contractors should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate • Organiser to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc) • All structures to be checked after high winds and signed off (dictated by the installer / constructor) • No heights to be accessed in high winds • Weather forecasts to be consulted pre-event • Equipment to have adequate ventilation and checked especially during hot weather • Ground conditions to be suitable prepared for rainy weather where possible • Ground conditions to be checked for stability during / after rainy weather for suitability of access. Also to check conditions under structures so as to ensure stability of structure • Staff to take more breaks in sheltered areas during inclement weather • All electrical equipment and cables to be suitably encased to protect from rain; these to be checked regularly • Ensure there is an adequate supply of water to prevent dehydration • Foul weather clothing comes under the Personal Protective Equipment at Work Regulations 1992 and should be provided where deemed necessary • Also, sun block cream should also be provided to staff that are exposed to sunlight • More breaks for staff are required in sheltered areas during excessively hot periods • In some locations dust may become a risk to all and as such areas may require water spray to dampen the area and or dust masks will be provided if required. 	3	2	<ul style="list-style-type: none"> • Weather forecasts to be consulted daily and posted in Event Control and also briefed into the management team at the daily morning induction process for the potential for any specific risks to site or the event so all staff are prepared for an incoming change in conditions • 	3	1

WASTE MANAGEMENT / REMOVAL	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • Ensure appropriate staff on during and duty post event. • All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided. • Implementation of agreed clean-up plan prior to and immediately after the Event. • Concessionaires to remove their own waste 	1	1	<ul style="list-style-type: none"> • No further controls required 	1	1
NOISE	MEMBERS OF PUBLIC EMPLOYEES CONTRACTORS	<ul style="list-style-type: none"> • A specific noise assessment to be made for each event, either in brief or full as dictated by the size and dynamics of the event, to be drafted for each event • Where appropriate noise monitoring systems to be in place • Agreed noise levels, where dictated and monitored, not to be exceeded and when/if detected this to be acted upon • Staff should not be exposed to legal limits of (in each case time weighted over an 8-hour period) 87dBA absolute, 85dBA mandatory hearing protection. • Hearing protection to be made available to all those working at the event 	3	2	<ul style="list-style-type: none"> • Event Safety Office, Site Manager, Production Manager and Head of Security to observe staff working in their areas / departments are wearing hearing protection as supplied by the organiser 	1	2
EGRESS OF PEDESTIANS ON TO A PUBLIC ROAD	MEMBERS OF PUBLIC	<ul style="list-style-type: none"> • Road closures are in place directly around the site allowing pedestrians to walk from the site to the main road footpath without coming into contact with road traffic. • Stewards to guide members of the public safely off site. • Traffic management team in place to enforce road closures and direct traffic • Visitors are encouraged in advance to pre book taxis or shuttle bus to help minimize people leaving on foot • Shuttle busses to be made available for pedestrian use • On site pick up and drop off point to be in use for private vehicles and taxis 	1	5		1	5

WATERBRIDGE EVENT SITE

"FROGMORE FIELDS"

SIGN OFF TO OPEN PROCEDURE

(SOTO)

The purpose of the SOTO is to ensure the communication of a clear procedure for the sign-off of the Waterbridge event site (aka Frogmore Fields). The procedure is designed to give a global method to ensure the site is fit for opening to the public, in the interests of safety.

This plan is applicable to Event Control and key staff noted within this document. There are no exclusions to the procedures outlined within this document.

EVENT: Dog and Whistle Weekender II

DATE(s): Friday 27th – 29th August 2021

1. Public Opening Times

The site is due to open the event to customers on:

- a. Friday at 16:00
- b. Saturday at 12:00
- c. Sunday at 12:00

2. Internal Inspection

An Internal Inspection on Thursday 26th August 2021 at 15:00 will be aimed at identifying a safety snagging list, which is to be actioned prior to the Final Inspection for SOTO. This inspection will be focussing on, but not limited to, the following:

- | | |
|--------------|---------------------|
| • Structures | • FSE |
| • Fencing | • Emergency Routes |
| • Lighting | • Ground conditions |
| • Signage | • Waste |

The Event Manager, Event Safety Manager or the Production Manager may be responsible for the actioning of items on the 'snagging' list, with the aid of relevant parties, depending on the nature of the issues that require resolution.

3. Final Inspection

The Final Inspection will take place on Friday 27th August 2021 at 14:00 (2 hours before the site is due to open). The following personnel will be in attendance:

- Event Manager
- Event Safety Advisor
- Event Premises License Holder
- Event DPS
- Security Manager

This Final Inspection will be aimed at:

- ✓ reporting on the status of the snagging list from the Initial Inspection
- ✓ identifying a remaining safety snagging list to be actioned prior to site opening focussing on issues that may prevent the site from opening as scheduled

The Event Manager, Event Safety Manager, Production Manager and/or Security Manager may be responsible for the actioning of items on the snagging list with relevant parties depending on the nature of the issues that requires resolution.

Event Control will be responsible for liaising with this group and/or relevant parties to ensure that issues have been resolved and are logged in advance of conducting the site sign off to open.

Event Control will be responsible for reporting back to EM on the status of the snagging list, identifying cause for potential delay as early as possible.

4. Sign Off To Open (SOTO)

Event Control will liaise with Traffic Management to ensure that all traffic control measures are in place. Sign Off To Open will take place on Friday at 15:30, Saturday at 11:30 and Sunday at 11:30 (30 minutes before the site is due to open).

This will be conducted via radio by Event Control, led by the following checklist:

- ✓ Production Manager –
 - confirm that all tech and infrastructure is safely in place
 - Stage Managers are in position
- ✓ Event Safety Manager –
 - confirm that all risk control measures are in place
 - confirm that ground conditions do not pose safety risk
 - confirm that all FFE is in place, and emergency exit routes are clear
- ✓ Head of Security –
 - confirm that all security are in position
 - confirm that queuing infrastructure is safely in place
 - confirm that there are no vehicles on-site
- ✓ Head of Medical
 - confirm that all medical resources are in place
- ✓ Head of Bars & Concessions
 - confirm that all bar / concession infrastructure is in place and operational
- ✓ Event Manager
 - confirm that entry systems are in place and operational

Once Event Control have confirmation from ALL of the above that the necessary resources are in place, they will give Security the all-clear to open the site to customers on schedule. Should there be notable queues and the sign off to open procedure has been completed prior to scheduled opening, Event Management may instruct an early opening to ease pressure and reduce risks to safety.

The Event Safety Advisor and Production Manager will be carrying out ongoing monitoring of risk control measures to ensure that standards are maintained throughout the events.